

ActionAid Bangladesh is looking for suitable candidates for the following position:

Programme Officer - Youth Mobilisation and Climate action

Project	:	Action4Transformation (A4T)
Priority	:	Young People
Location of posting	:	Dhaka
Types of contract	:	For Two Years, Up to 31 December 2025
Number of position	:	1 (One)
Salary and benefits	:	Monthly Gross Salary will be BDT. 71,431 with other admissible benefits such as festival bonus, provident fund, gratuity, medical benefit, group life insurance, mobile & internet allowance etc, as per HROD Policy.

Job Summary:

This position of Programme Officer - Youth Mobilisation and Climate Action is to facilitate youth mobilization and implement youth-led climate actions at the local and national level as well as provide technical support to the partner organisations and their youth-hub activities. The position will contribute to innovate green actions and support existing climate action movement. This position will also take care of capacity building support to the young people in the community and provide technical support to the partner organisations in agroecological practice and energy innovation.

This position will further facilitate the reporting and documentation process and support the line manager in preparing so. The position requires a clear understanding of feminism, women`s rights, and resilience. S/he should have sound knowledge of human rights-based approach, and partnership management and should be willing to work with disadvantaged communities affected by climate change. S/he must have networking and liaison capacity to build and maintain relationships with relevant stakeholder, departments, and I/NGOs to mobilize and influence young men and women`s resilience agenda and policy applications/implementations at local and national levels. S/he should have demonstrated experience of working with young people. The position should have strong coordination and communication skills and should be a team player to contribute effectively to a diversified working environment.

Key responsibilities include (not limited to):

Youth-led organisation and partnership management:

- Provide technical assistance to partner organisations and youth-led platforms in planning and designing campaigns
- Facilitate Reflection-actions Circle at local youth hubs and identify new areas of youth-led actions
- Support youth hub activities at the local level
- Support young people running their campaign from local to national and global level.

- Provide support to Global Platform Colleagues in developing and facilitating capacity development initiatives and developing after training actions
- Collaborate to develop national level network and mobilise the network in taking climate and digital actions

Identifying youth-led innovation and taking actions

- Identifying innovative areas of actions and support young people and their platforms to facilitate the innovations
- Co-create actions in the areas of loss and damage, adaptation and mitigation, renewable energy, and alternatives
- Showcase and support youth-led innovations at all levels and promote successful innovations
- Link relevant stakeholders with the youth platforms working on innovative areas and help to seek supports.

Identifying areas for policy advocacy, external representation, networking

- Designing and facilitating policy advocacy on inclusion of the youth voice in ensuring climate justice in the local and national level
- Organising and implementing advocacy actions, seminars, policy dialogues/cafés, and conferences
- Mobilise youth network/youth platform in organising policy cafés and communicate the outcome of the policy cafés in different levels
- Externally represent the youth-led actions and the AAB's youth work.

Supporting and collaborating with GOLD and MOVE

- Support AAB and Global Platform's existing GOLD and MOVE movement and mobilise youth to take actions
- Support exiting social movements and mobilise young people and their communities and identify new areas of action
- Coordinate and collaborate with GP global movement network and share knowledge in the different platforms
- Support line manager in building a movement network among and show solidarities with the existing climate change movements

Evidence generation and showcasing

- Generate evidence on youth-led innovations and process monitoring
- Showcasing evidence of youth-led innovation in the local, national and international level
- Identify lessons learnt and best practices for knowledge sharing and development of knowledge products
- Preparation and dissemination of promotional materials and knowledge products to mainstream, social media and development partners

Relationships

S/he will report to Manager – Young People of ActionAid Bangladesh. S/he is expected to maintain functional relationship with his/her peers in team, priority, project management team. S/he must be able to communicate with other teams and units, both programme and function of AAB. S/he is expected to maintain relationship with relevant Government, Non-government agencies, funding affiliates and others.

Required Educational Qualification and Experiences

Education

- Bachelor's degree in in International Relations/Public Administration/Disaster and Environmental Studies/Anthropology/Development Studies or a complementary degree).
- Training on networking, climate change related policy analysis and advocacy

Experience and Technical Skills

- At least 2-3 Years of working experience in the relevant development field in international or leading national organisations.
- Experience in planning, budget preparation, implementation and management
- Excellent verbal and written communication skill, both in English and Bengali
- Competencies in operating MS Office, outlook and other necessary application
- Capacity to analyse and review climate actions related policies to ensure climate justice at the national and international level
- Skills to influence networks and mobilizing campaigns on climate justice at the national and international level
- Extensive understanding of climate related actinons and relevant stakeholders involved
- Concept design and proposal development for fundraising
- Monitoring and evaluation and knowledge generations of climate actions
- Understanding on and application of HRBA approach in programme development and implementation.

Required Competencies

- **Leadership** : Ability to follow instructions and complete assigned tasks efficiently and to take decisions independently.
- **Emotional Intelligence:** Understanding and recognition of own emotions and their impact on others and respond accorfdingly. Can manage stress well.
- **Communication & Collaboration:** Possess effective communication skills to interact with colleagues and stakeholders. Coordinate with team members to provide support as required.
- **Problem Solving Skill** : Ability to identify root-cause,analyse and propose alternative solutions based on their understanding of the organisation's policies and procedures.
- **Networking** : Ability to build relationships with colleagues and external stakeholders. Initiates or engages in networking activities and events and provide relevant information to external stakeholders and different forms with proper evidence.
- **Learning Agility:** Reflects on past experiences and uses that knowledge to inform future actions. Adapts to new work processes or technology with minimal guidance. Seeks out information and resources to expand their knowledge beyond their immediate responsibilities. Willingness to receive feedback and address those feedback positively.
- **Decision Quality** : Demonstrates sound judgment in routine decision-making situations. Understands the potential consequences of decisions and seeks input from others when appropriate. Open to feedback and willing to adjust decisions based on new information.

Application instructions

Only those who meet the above requirements are requested to apply following these instructions:

- The last date of application is **22 December 2023.**
- Please [Click Here](#) to submit your application.

ActionAid Bangladesh aims to attract and select a diverse workforce, ensuring equal opportunity for everyone, irrespective of race, age, gender, sexual orientation, HIV status, class, ethnicity, disability, location and religion. Any personal persuasion/phone call will result in disqualification of candidature.

ActionAid Bangladesh has a non-negotiable policy of ZERO TOLERANCE towards Sexual Harassment, Exploitation and Abuse (SHEA), Child Protection Policy and other relevant safeguarding policies and expects all employees to abide by the Safeguarding Policies and Code of Conduct of ActionAid Bangladesh.

NB: There is no cost involved with applying for positions at ActionAid Bangladesh. Any solicitation of funds/money from job applicants should be regarded as fraudulent.