

Position: Assistant Coordinator (Energy Governance)

One position - based in Dhaka

Grade: 2, Step: 1, Gross Salary: 107,590.00

Transparency International Bangladesh (TIB) is inviting applications from Bangladeshi nationals for the position of Assistant Coordinator (Energy Governance), to be recruited for a project titled "**Advancing Transparent and Inclusive Renewable Energy Transition in Bangladesh.**" **The Assistant Coordinator (EG)** is expected to join in July 2026 and serve until June 2028, renewable subject to mutual agreement. The incumbent will be based in Dhaka, reporting to the Coordinator (Energy Governance).

Project objectives in brief: The project objective is to advance a transparent and inclusive renewable energy transition in Bangladesh. The project promotes investment in renewable energy and policy reform in Bangladesh by empowering key stakeholders with tools for advocacy, ethical investment, and accountability in the energy transition. To this end, the project will undertake research, policy advocacy, campaigns, and awareness-raising activities.

Responsibilities

- Support the overall planning, design, coordination, and implementation of the project, specifically by developing operational plans and coordinating project-related tasks, including meetings, workshops, dialogues, and campaign activities that engage relevant actors and decision-makers in collaboration with TIB stakeholders.
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- Support developing research concepts on contemporary renewable energy financing and governance issues; conduct/outsourcing/support the research considering global and national climate pledges.
- Contribute to developing research concepts, methodologies, tools, techniques, and processes for data collection.
- Collect, supervise, and analyse primary and secondary data, ensuring data authenticity and quality.
- Train short-term staff, write reports and presentations in Bangla and English, and contribute to policy advocacy through drafting briefs and assisting with advocacy plans.
- Engage in advocacy, communication, and partnership activities with government authorities/other entities/organisations/stakeholders.
- Disseminate reports, policy papers/briefs and communication materials.
- Implement capacity building, campaigns, and awareness-raising activities to advance a transparent and inclusive renewable energy transition.
- Develop, manage, and update a resource pool of experts and stakeholders for various activities.

- Prepare periodic work plans and monitor the implementation of the project budget and expenses for programme events and activities, ensuring they are consistent with the expected results.
- Prepare periodic reporting on project implementation to development partners, the NGO Affairs Bureau (NGOAB), etc., in coordination with donors and other stakeholders.
- Undertake project-related field visits outside Dhaka as necessary, with the expectation that the Assistant Coordinator (EG) will be willing to travel frequently for project needs.
- Provide support to administrative and logistics-related activities of the project.
- Perform any other tasks assigned by the authority.

Educational Requirements

- Applicants must have a Master's degree with Honours in a relevant field (Energy, Economics, Development Studies, Geography and Environment, Climate Change, Governance and Public Policy, Sociology, Anthropology, Law, and Statistics or any other related subject).
- Candidates with a third division or a GPA below 2 in SSC/HSC or a CGPA below 2.5 as applicable are not considered to meet the necessary requirements.

Experience requirements

- Candidate must have a minimum of 4 (four) years of relevant experience in project implementation in any development organisation/NGO/ not-for-profit sector.

Other skills and requirements

- Candidate with experience in managing and implementing capacity building, campaigns and programme activities is desirable.
- Candidate with experience in social mobilisation, participatory campaigns and anti-corruption for social change will be an added advantage.
- Candidate with knowledge of using different social accountability tools with particular relevance to corruption prevention and experience in conducting evidence-based advocacy with different stakeholders will have an advantage.
- Integrity, team building, and attaching high value to professionalism are some core attributes that the candidate needs to possess.
- Excellent communication and interpersonal skills, written and oral, both in English and Bengali and teamwork and leadership are necessary.
- Sound computer skills for quantitative data processing and analysis as well as good word processing in both Bangla and English.
- Good command of data management and data analysis by using computer software, especially Access, SPSS, STATA, etc.; experience in large-scale survey-based data collection using open-source applications like Kobo Toolbox, Google Forms, etc., will be an added advantage.
- Experience and skill in statistical packages and programming language Geospatial data analysis by ArcGIS, Atlas.ti, NVivo, R, etc., and data visualisation software like Tableau, etc., will be an added advantage.

- Sound computer skills for quantitative data processing and analysis as well as good word processing skills in both Bangla and English and good command of the use of MS Word, PowerPoint, etc. are essential.
- Must be comfortable working with people of diverse age groups having different social, gender, ethnic, religious, economic, and professional backgrounds.
- Strong organisational and time management skills and ability to work under pressure and meet deadlines.
- Self-motivation and orientation towards set goals, demonstrating accountability, initiative, creativity, and focus in a rapidly changing and intellectually stimulating environment.