



## **Position: Assistant Coordinator (Energy Governance)**

**One position - based in Dhaka**

**Grade: 2, Step: 1, Gross Salary: 87,107.00**

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, **Promoting Good Governance and Integrity in the Energy Sector in Bangladesh. The Assistant Coordinator (EG)** is expected to join in March 2024 and serve until September 2025, renewable subject to mutual agreement. The incumbent will be based in Dhaka, reportable to the Coordinator (Energy Governance).

Project objectives in brief: The project objective is to increase demand for Renewable Energy (RE) generation through promoting good governance and integrity in the energy sector in Bangladesh. To this end, project activities will include conducting evidence-based research, policy advocacy, campaigns, and awareness-raising.

### **Responsibilities**

- Support overall planning, designing, coordinating and implementing the project, more specifically developing operational plans, coordination and implementation of project-related tasks including meetings, workshops, dialogues, campaigns activities engaging relevant actors and decision-makers in coordination with TIB stakeholders.
- Support developing research concepts on contemporary renewable energy governance issues, conduct/outsource/support the research considering global and national climate pledges and progress in collaboration with the Research and Policy division of TIB.
- 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 enhance demand for good governance and integrity in the energy sector.
- Develop, manage, and update a resource pool of experts and stakeholders for various activities.
- Prepare periodic work plans, preparation and monitor of implementation of the project budget and the expenses of the programme events/activities consistent with the expected results.
- Prepare periodic reporting on project implementation to development partners, NGO Affairs Bureau (NGOAB) etc. in coordination with donor and other stakeholders.
- Undertake project-related field visits outside of Dhaka as where and when necessary.
- 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, Public Administration, 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, need not apply.

## **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 advantage.
- Integrity, team building and attaching high value to professionalism are some core attributes which the candidate needs to possess.
- Excellent communication and interpersonal skills, in both English and Bengali and teamwork and leadership qualities.
- Sound computer skills for quantitative data processing and analysis as well as good word processing in both Bangla and English.
- Good command of the use of MS Office applications (Word, Excel, Publisher, PowerPoint), and Google applications (Gmail, Calendar, Docs, Sheets, Slides, Forms)
- Must be comfortable working with people of diverse age groups having different social, gender, ethnic, religious, economic and professional identities.
- 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