

VACANCY ANNOUNCEMENT

Transparency International Bangladesh (TIB) is inviting applications for the position of Research Assistant on a contractual basis under the Research and Policy Division for its project titled PACTA

Transparency International Bangladesh is seeking applications from suitable candidates for the ‘**Research Assistant**’ position to conduct research titled ‘**Local Government in Chattogram Hill Tracts: Governance Challenges in the Hill District Councils and the Way Forward**’ under the following conditions.

Title of the Position : Research Assistant
Contract Period : 03 (three) months
No. of Vacancies : 02 (two) persons
Work Station : Primarily Dhaka and Chattogram Hill Tracts, but field visits to other parts of the country may be required as per research needs.

Job Description:

- Collect secondary information by reviewing websites, laws, documents, reports, and news related to research institutions;
- Assist in preparing the data collection tools/checklists for group discussions (GD) and key informant interviews (KII) and other necessary formats;
- Communicate with research-related informants and institutions to collect information;
- Conduct GDs and KIIs, take notes, and prepare transcriptions and summaries within the deadline;
- Collect field data using other qualitative data collection methods;
- Perform data cleaning and coding, and cross-check collected data;
- Assist in data analysis and preparation of research reports and presentations;
- Any research-related work provided by the R&P Division.

Required Qualifications:

- Candidates must have a postgraduate or equivalent degree. The degree must be completed before the application deadline, and necessary documents (mark sheets, certificates, etc.) must be available as proof. Testimonials will not be accepted.
- Preference will be given to candidates with degrees in social sciences, especially anthropology, sociology, social work, economics, public administration, international relations, development studies, political science, law, etc.
- Computer skills in MS Office packages and Bangla typing in Bijoy Font are mandatory;
- Should be able to work under pressure and be willing to make regular field visits and work on government/weekly holidays if necessary;
- *Preference will be given to applicant with relevant research experience on governance issues of the local government of the CHT;*
- *Applicants from any indigenous community of the Chattogram Hill Tracts (CHT) and having proficiency in the local indigenous language are encouraged to apply;* and
- A third division or GPA below 2.0 in SSC and HSC, and a CGPA below 2.5 in undergraduate and postgraduate levels, will not be accepted.

Remuneration for Research Assistant:

- BDT 24,239 per month (consolidated); mobile allowance and field allowances (accommodation, food, and travel allowances) for field visits according to TIB's HR policy;
- Selected candidates must provide a Tax Identification Number (TIN) certificate;
- All allowances will be completed through electronic bank transfers, so selected candidates must have a bank/bKash account in their name.

Expected Joining Date: December 21, 2025

Before applying for this position, please visit this website: <https://career.ti-bangladesh.org/>

Interested candidates meeting the above criteria and within the age limit of 30 years are requested to apply online. Only short-listed candidates will be invited for a viva-voce. No allowance will be provided for attending the viva-voce.