![Transparency International Bangladesh logo](Social movement against corruption)

Position: Deputy Coordinator (EU-SEE)
(One position- based in Dhaka)
Grade: 3, Step: 1, Gross Monthly Salary: 140,606.00

Transparency International Bangladesh (TIB) is inviting applications from Bangladeshi nationals for the position of Deputy Coordinator (EU-SEE) to be recruited for a project titled, **EU System for an Enabling Environment for Civil Society (EU SEE).** The Deputy Coordinator (EU-SEE) is expected to join in July 2025 and serve until December 2029, renewable subject to project extension and mutual agreement. The incumbent shall be based in Dhaka, but would have to undertake field work.

Project objectives in brief: The project aims to strengthen the enabling environment for civil society organizations (CSOs) to enhance civic space and democracy scores in partner countries. By 2029, it seeks to build CSOs' capacity to detect and respond to changes in their environment while addressing systemic and structural prerequisites for sustainability. Additionally, the project promotes inclusion, participation, and open dialogue within and between CSOs.

Job responsibilities:

Reportable to the Executive Director through Director, Outreach & Communication, the Deputy Coordinator-(EU-SEE) will be tasked with the following:

- Overall planning, designing, coordinating and implementing the project, specifically developing operational plans, coordinating and implementing project activities including monitoring civic space-related events/ incidents, representing TIB at relevant meetings, workshops, capacity building activities, dialogues, engaging relevant actors and decisionmakers, where appropriate.
- Support national, regional, and international initiatives on Civic Space and enabling environment.
- Designing, planning and producing relevant reports, for instance, quarterly situational analyses of the enabling environment (EE) of the country based on Early Warning System(EWS) information, panel discussions, secondary information, yearly Country Focus Report, reports on programme and advocacy activities for donor, NGOAB, etc.
- Develop a smooth mechanism to identify Civic Space-related events/ incidents and changes in the relevant laws, regulations, policies etc.
- Run background research and fact-check/ cross-check certain incidents sensitive to civic space and related governance issues.
- Issue policy stances/ position papers on enabling environment related to civic space and freedom of expression.
- Share information with the global civic network on events influencing or having the potential to influence the enabling environment and organize regional and online training sessions on the enabling environment (EE) and advocacy.

- Amplify CSO Network Partners' campaigns through collaboration with local, regional, and global media organizations and content creators, thereby raising awareness of the critical importance of an enabling environment for civil society work.
- Plan, design and implement capacity and knowledge development activities of relevant stakeholders in coordination with concerned divisions of TIB, where appropriate.
- Prepare periodic work plans, budget for project implementation and monitoring and project events/activities consistent with the expected results.
- Represent TIB at relevant high-level forums and engage in advocacy and communication with key stakeholders on relevant issues.
- Explore avenues to foster strategic engagement and partnerships with relevant government authorities/ other entities/ organisations/ stakeholders to push for enabling envioronment for CSOs.
- Establish linkages and networks and liaise with relevant stakeholders and actors in civic space.
- Undertake project–related field visits out of Dhaka as and when necessary.
- Ensure smooth day-to-day operations and delivery of the project outcome through monitoring, evaluation and learning in collaboration with MEL, MIS, internal audit, HROD and other management support units as well as relevant core programme streams of TIB.
- Perform any other tasks assigned by TIB management.

Educational Requirements

- Applicants must have a Master's degree with Honours in a relevant field (e.g., Development Studies, Journalism, Media studies, Governance and Public Policy, International Relations, Public Administration, Law or any other related subject). Candidates having experience or understanding of civic space, freedom of expression, governance, anti-corruption and integrity in general will have an advantage.
- 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 6 (six) years of relevant experience in project implementation in any development organisation/NGO/ not-for-profit sector, of which at least 3(three) years in a managerial position(this can be relaxed if candidates have at least 3 years experience in Governance related work).

Other Skills and Requirements

- Proven expertise and experience in report writing, evidence/data-based research, mass/social media monitoring and advocacy as well as civil society engagement.
- Experience in budgeting, donor and other stakeholder reporting and resource mobilisation in close collaboration with donor and relevant stakeholders.
- Expertise and experience in social mobilisation, participatory campaigns on governance and anti-corruption will be an added advantage.

- Team building skills and due regard to professionalism are some core attributes which the candidate must possess.
- Excellent communication and interpersonal skills, in both Bangla and English and teamwork & leadership qualities.
- Sound computer skills for quantitative data processing and analysis as well as good word processing skills in both Bangla and English, good command of the use of MS Word, PowerPoint, Excel, etc.
- Skills and capacity in terms of leadership, supervision, multi-tasking, communication, staff management, problem-solving and grievance redress.
- 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 integrity, accountability, initiative, creativity and focus in a rapidly changing and intellectually stimulating environment.