

VACANCY ANNOUNCEMENT

Transparency International Bangladesh (TIB) is inviting applications for the position of Project Assistant on a contractual basis under the Energy Governance for its project titled “Promoting Good Governance and Integrity in the Energy Sector in Bangladesh”

Title of the Position : Project Assistant

Contract Period : 5 months

No. of Vacancies : 01 (one) person

Work Station : Dhaka

Job Description:

- Assist in preparing concept notes of the events;
- Assist in organizing meetings, workshops, campaigns, and stakeholder engagement activities;
- Provide support to research, advocacy, communication, and dissemination of project outputs;
- Assist with administrative, logistical, and documentation-related tasks;
- Support the preparation of activity reports and
- Perform any other tasks related to the Energy Governance team as assigned

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 Science subjects include Climate Change and Development, Geography and Environment, Economics, Anthropology, Sociology, Social Science, Statistics etc.;
- 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;
- Candidates must have a minimum of 1 years of experience in project implementation related activities;
- Experience in governance, energy sector, and climate change field will be an added advantage;
- The candidate must have computer skills in MS Office;
- The candidate must have the skill of typing Bangla (Bijoy Bangla software);

Remuneration for Project Assistant:

- BDT 27,843 (twenty seven thousand eight hundred forty three) 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: February 1, 2026

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.