



Position: Assistant Coordinator – Programme (Environment & Climate Finance)

(One position- based in Dhaka)

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

Transparency International Bangladesh (TIB) is inviting applications from Bangladeshi nationals for the position of Assistant Coordinator (Programme)-Environment & Climate Finance, to be recruited for a project titled **Promoting Integrity in Solid Waste Management and Climate Finance in Bangladesh**. The Assistant Coordinator (Programme)-ECF is expected to serve until June 2027, with renewal subject to project extension and mutual agreement. The incumbent will be based in Dhaka and regularly visit other urban areas for fieldwork.

Project objectives in brief: The project aims to increase demand for greater transparency and accountability in waste management services provided by city corporations and municipalities, with a particular focus on climate finance. Current project activities include research and evidence generation, policy advocacy, campaigns, and stakeholder capacity building.

Responsibilities:

Reportable to the Coordinator-ECF, the Assistant Coordinator (Programme)-ECF will be responsible for:

- Overall design, planning, coordination, and implementation of the project's program and advocacy initiatives in coordination with TIB stakeholders, where appropriate.
- Planning, design, and implementation of capacity-building, knowledge development, campaigns, and awareness-raising activities in coordination with relevant TIB divisions to enhance demand for good governance and integrity in solid waste management.
- Implementation of national, regional, and international initiatives on solid waste management, including meetings, workshops, training sessions, and dialogues engaging relevant actors and decision-makers.
- Support the preparation of periodic work plans and the monitoring of the implementation of the project budget and expenses for program events/activities, consistent with the expected results.
- Engage in advocacy and communication with key stakeholders and disseminate reports, policy papers/briefs, and communication materials.
- Explore avenues to foster strategic engagement and partnerships with relevant government authorities, other entities, organizations, and stakeholders.
- Establish linkages and networks, maintain liaison with relevant stakeholders and actors, and utilize communication, outreach, and civic engagement opportunities to promote integrity in solid waste management.
- Support periodic reporting and liaison on project implementation to the funding authorities and the NGO Affairs Bureau (NGOAB).

- Undertake project-related field visits outside Dhaka as needed.
- Provide support for administrative and logistics-related activities of the project.
- Ensure day-to-day operations and delivery of the project outcome through monitoring, evaluation, and learning in collaboration with MEAL, MIS, internal audit, HROD, and other management support units, as well as relevant core program 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 (Environment, Economics, Development Studies, Geography and Environment, Climate Change, Governance and Public Policy, Sociology, Public Administration, Law, and Statistics or any other related subject from Social Science Discipline).
- 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, particularly in programme, outreach, and communication, in a reputable organization.

Other Skills and Requirements

- Candidates with experience or knowledge in governance, anti-corruption, and integrity broadly, as well as environment and climate change specifically, will have an advantage.
- Experience in implementing programme, outreach, and advocacy initiatives within the solid waste management sector will be regarded as a significant advantage.
- Experience in social mobilization and participatory campaigns on governance and anti-corruption will be an added advantage.
- Experience in budgeting, reporting to donors and other stakeholders, and mobilizing resources through close collaboration with donors and relevant parties.
- Integrity, team building, and due regard to professionalism are some core attributes which the candidate needs to possess.
- Excellent communication and interpersonal skills in both Bangla and English, and teamwork and leadership qualities.
- Strong computer skills and good word processing skills in both Bangla and English, with a good command of MS Word, PowerPoint, Excel, etc.
- Skills and capacity in leadership, multitasking, problem-solving, and grievance redress.
- Must be comfortable working with people across diverse age groups and with different social, gender, ethnic, religious, economic, and professional identities.
- Strong organisational and time-management skills and the 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.

<https://career.ti-bangladesh.org/job/264>