Job Description – Project Officer (Sustainability)

Position: Project Officer (Sustainability)

Under the Project: Climate and Development Knowledge Network (CDKN)

Location: Dhaka, Bangladesh

No. of opening: 1 (One)

Employment Type: Full Time

Main responsibilities:

The Project Officer will be responsible for ensuring that all activities of CDKN Knowledge Accelerator Project in Bangladesh that s/he is involved in are carried out in a timely, efficient and structured manner. S/He would also assisting the sustainability team based in Bangladesh and India with other project activities as and when required.

The primary responsibilities will include:

- Ensure effective execution, implementation and management of CDKN project in Bangladesh.
- Assist sustainability team in other projects on urban sustainability and climate change in cities of Bangladesh (research, project management, advocacy aspects involved)
- Close co-ordination with local partners of CDKN project/local governments/, supports provision of top quality services and facilitation of knowledge building and management.
- Candidate should be responsible for planning and executing projects tasks on timely manner, for self and team.
- Providing technical know-how and guidance for assigned project activities.
- Responsible for timely delivery of project deliverables, ensuring quality maintained at all times.
- Monitoring project progress and reporting on program progress to internal and external stakeholders.
- Support the reporting on program progress to the funding agencies.
- Organization of training programs and workshops.
- Manage effective coordination with other project offices in both Bangladesh and India for timely and smooth execution of the project.
- Supporting in developing project concepts and project bids.
- Ensure chain of communication in maintained at all levels.
- Support creation of strategic partnerships and implementation of the resource mobilization strategy.
- Network closely with ICLEI Regional Offices in project formulation, information sharing, and best practices.
- Work individually and at team levels to ensure, deliverables are met on time.
Meeting and building relationships with key stakeholders and potential project partners (including relevant Government Ministries, civil society and other donors).

**Required/desired skills:**

- Masters’ degree in environment/ecology/energy/climate change/disaster management/water resource management/sustainable development/ or any other related subject; bachelors’ degree in environment/ecology/energy/urban planning and climate change/sustainable development/ or any other related subject with relevant experience.
- Minimum 2 years of relevant, post qualification, professional experience
- It is preferred that the candidate has strong understanding of environmental sustainability, municipal governance systems, concepts of water management, waste management, ecology and climate change and should have handled such projects
- Candidate must be excellent in spoken & written English and Bengali. Experience and interest in documentation and publications will be an advantage.
- Knowledge of other native or regional language will be added advantage.
- Able to work independently handle issues or concerns of team members.
- Ability to meet challenging objectives is preferred.
- Excellent inter-personal and team skills and ability to work in a multi-cultural environment.
- Must be able to deliver exceptional performance from self and team, even in tight deadlines.
- Must have multi-tasking ability and should be able to handle work pressure, independently & pro-actively.
- Team handling and time management skills are a must.
- Must be responsible for team and self, and must be approachable.
- Must have an enthusiastic attitude and willingness to learn, adapt and take on a wide range of tasks.

**Remuneration:**

- Remuneration will be commensurate with experience.

**Female candidates will be preferred.** Interested candidates are requested to send their Curriculum Vitae along with a self-written, concise cover letter to Bedoshruti Sadhukhan at shruti.sadhukhan@iclei.org by 19 December 2019.

Shortlisted candidates will be contacted by the 30 of December for a telephonic/video/ face to face interview.

For more information about ICLEI South Asia: [http://southasia.iclei.org/](http://southasia.iclei.org/)

For more information about ICLEI Global: [https://iclei.org/](https://iclei.org/)
About ICLEI – Local Governments for Sustainability:

ICLEI is the leading global network of 1,500+ cities, towns and regions committed to building a sustainable future. Through our collective efforts, we impact more than 25 percent of the global urban population. ICLEI promotes local action for global sustainability and supports cities to become sustainable, resilient, resource efficient, biodiverse, low-carbon; to build a smart infrastructure; and to develop an inclusive, green urban economy. The ultimate aim is to achieve healthy and happy communities.

The South Asian arm of ICLEI - Local Governments for Sustainability (ICLEI South Asia) aims to build and serve a regional network of local governments to achieve tangible improvements in regional and global sustainability through local initiatives. Over eight years, ICLEI South Asia has emerged a strong and vibrant local government association with a membership base of almost 50 cities. ICLEI South Asia works on climate change adaptation and mitigation, energy, and environmental sustainability initiatives with cities in the region with funding support from various national and international partners.

In Bangladesh, ICLEI South Asia has a country office (ICLEI South Asia – Bangladesh) since 2018 and has project offices in Rajshahi and Narayanganj in collaboration with Rajshahi and Narayanganj City Corporations. The operations in Bangladesh are administrated by ICLEI South Asian Secretariat.