

**ADAB**  
**(Association of Development Agencies in Bangladesh)**

**Organization Description:**

ADAB (Association of Development Agencies in Bangladesh) is the leading and largest coordinating body of Non-Government Organizations (NGOs) working in Bangladesh. Being the representative of the Non-Government Organizations, ADAB participates in the advocacy and campaign for policy & legislation in the interest of NGOs and Civil Society. Since foundation in 1974, its contribution in NGO sector is well recognized among GO-NGOs locally and globally. It had responded to different issues in different times as per demands of the development sector. It plays an effective role to convey the voice of Member Organization to the Government and other concerned as well as disseminate information vice versa. ADAB usually operates its activities through the District committee.

**Job Title: Research and Advocacy Officer**

**Place of Work:** Bangladesh (All over the Country)

**Vacancies:** 01 (One)

**Job Nature:** Full time

**INTRODUCTION**

The position offered, will be a part of the team of ADAB ongoing project “Strengthening the Role of NGOs and Civil Society Organizations for People Centered and Sustainable Development, Continuation” supported by Bread for the World Germany. It’s a three years project started since January 2022.

**JOB PURPOSE**

The Research and Advocacy Officer will work under ADAB management with the main tasks are to support Policy Research and Advocacy Unit. S/he is expected to work closely with the project management team, Member Organizations, Govt. officials and other stakeholders in relation to uphold the voice for establishing a just, democratic and gender sensitized secular society. The Research and Advocacy officer is accountable for supporting specific research and content development analysis, tracking policy developments relevant to the NGO Sector, arranging relevant policy dialogue with the stakeholders and work for enhancing the capacity of ADAB staff and its member organization to play effective advocacy role at local level.

More precisely, the Research and Advocacy Officer will:

- Support the design of advocacy strategies and country engagement plans in collaboration with the project team.
- Develop communications and advocacy tools showcasing the public interest.
- Establish a monitoring framework to determine the use and impact of actions under the Research and Advocacy Unit.
- Oversee the conduct of situational analyses and strategic reviews that will inform ADAB management for initiating needed engagement and opportunities.
- Engage with MOs to build and promote strategic cooperation to leverage advocacy opportunities with government leadership, Ministries, other stakeholders.
- Coordinate with other network to generate intelligence on the country policy landscape, and facilitate the engagement and recommendations on potential pathways for NGO sector.

- Support management in policy research and disseminating information to the member organizations,
- Participate actively in program planning process and budgeting of the program quality and fundraising unit;
- Support project team in developing the Quarterly, six monthly and annual organizational reports.
- Support project team in dealing with any other tasks as may be required;

**Required Qualification and Experience:**

- Masters level degree from a reputed university in Social science /Law/Development Study/ Human Rights is required.
- Have proven experience in the field of Social research, Policy Research and Advocacy
- Ability to work in multidisciplinary teams.
- Demonstrated commitment to working with and in support of the needs of neglected populations; preferably with familiarity with key issues in global development.
- Strong communication skills, including writing for expert and general audiences and public speaking.
- Creative and out of the box thinker, with demonstrated track record of analytic problem-solving/seeking solutions to challenges.
- Ability to use initiative, prioritize, multi-task, and work well under pressure to meet deadlines.
- Demonstrated experience in undertaking desk-based research, summarizing complex information and producing advocacy materials.
- Some experience supporting successful relationship-building/awareness-raising initiatives with internal and external stakeholders.
- Good English skills to understand complex policies and procedures.

**Additional Job Requirements:**

- Minimum 05 years working experience in the relevant field with reputed NGO with specific focus on Policy Research & Advocacy.
- Age not more than 40 years (Considerable for the deserving candidate)
- Excellent computer skill in SPSS, MS Word, Excel, Internet and Email operation.
- Excellent writing skill in Bengali & English

**Salary:** Tk. 50,000-60,000

**Job Location:** Dhaka (ADAB Central Office)

**Apply Instruction:**

Interested candidates are requested to send their CV with a photograph and a cover letter to the **Director, ADAB, House No.1/E (1st Floor), North Adabor, Adabor, Dhaka, 1207** or by e-mail: [adabhr@gmail.com](mailto:adabhr@gmail.com). *Women's are specially encouraged to apply. Smokers do not need to apply.*

Only short-listed candidates will be called for interviews.

**Application Deadline: 27 October 2022 (COB).**