

Job Vacancy

Position: Advocacy and Capacity Building Officer(Khulna)

Job Nature: Full Time.

Job Location: Khulna.

Reporting to: Project Coordinator/Program Director

Salary: 40,000 - 45,000

Other benefits: As per organizational policy.

Age Limit: 45 years.

Job context:

LEDARS (Local Environment Development and Agricultural Research Society) is an NGO Affairs Bureau affiliated NGO working in the southwest coastal region of Bangladesh since 1996. The southwest coastal region is one of the climate-vulnerable areas of the country and people are suffering the negative impact of climate change severely. This context, LEDARS is going to implement several projects in Satkhira, Barguna, Bagerhat and Khulna district with the financial support of several donors. LEDARS is going to hire an Advocacy and Capacity Building Officer for those projects. It is a mid-level position and will be the key person for program operation. Following are the major job requirements of this post.

Job Responsibilities:

- Development of annual and other periodic Advocacy Plan,
- Facilitate and mobilize community people to raise their voice strongly to service providers and policy makers,
- Prepare the communication and advocacy instruments including presentations, briefing material as needed,
- Prepare need base IEC materials for the purposes of advocacy and dissemination,
- Writes, edits and supervises public statements like memorandum, declaration, press release, etc.
- Rapport building to Government, media and other stakeholders for the advocacy issue,
- Organize or assist in organizing advocacy events like press conferences, media briefing, meet the press, memorandum submission, round table meetings, etc. to get positive reactions from policy makers and actors.
- Conduct community level events using different advocacy tools, like letter campaigns, human chain, wall writing, facebook post, etc.
- Capacity building to staff and community leaders on advocacy issues and tools,
- Facilitate the community and field team under the project to identify the problems of climate vulnerable people,
- Develop uniform messages for communications before starting the advocacy initiatives,
- Organize events, meetings and campaigns to ensure that the advocacy plan is active and moving forward.
- Ensure that the work is carried out at all times with the utmost of privacy and confidentiality in accordance with the terms and conditions of employment.

Commit to promoting equality in terms of race, gender, culture, sexual orientation, and disability, so that challenges discrimination and works to address needs of disadvantaged groups.

Educational Requirements: Master's in journalism, Sociology, Development Studies or related discipline with reputed university.

Experience Requirements: At least 2 years working experience as Advocacy & Capacity Building related job in reputed NGO.

Additional Requirements:

- Women are highly encouraged to apply.
- Willingness to field visit (at least 60%) and facing challenges.
- Maximum age for this post is 45 years.
- Able to drive a motorbike and interested to travel in rural areas having a valid driving license.
- Applicant who has working experience in coastal areas, work on climate change, disaster risk reduction, good governance, and women empowerment-related projects will get special priority.
- Should have the good interpersonal skill and clear knowledge of climate change, adaptation, and mitigation, women empowerment, community development, PWD, environment conservation, etc.
- Good command of Bangla and English.

Interested candidates are requested to send the cover letter and CVs to: hrd.ledars@gmail.com

Only short-listed candidates will be called for an interview.

LEDARS is an equal-opportunity employer and encourages qualified

Women and minority candidates to apply.

Application Deadline: 15 September 2026

Organization Information: LEDARS (Local Environment Development and Agricultural Research Society) is an NGO working in southwest Bangladesh since 1996. LEDARS is working to improve the socio-economic condition of the vulnerable population in the coastal area. By this time LEDARS has obtained several national and international recognitions for its work.

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