

Job Vacancy

Position: National Advocacy Coordinator(Dhaka)

Job Nature: Full Time.

Job Location: Dhaka.

Reporting to: Project Coordinators/Program Director/Executive Director

Salary: 50,000 - 58,000

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 a program entitled “Resilient Institution for Scaling-up Empowerment (RISE)” in Satkhira, Khulna and Bagerhat district. LEDARS is going to hire a National Advocacy Coordinator for this post for those projects. It is a senior 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 effective communication and coordination among stakeholders at national and international levels.
- Maintain strong relationships with development partners and donors.
- Facilitate and mobilize community people to raise their voice strongly to service provider and policy maker,
- Develop relationships with like-minded NGOs, CSOs, and other stakeholders, forming alliances to strengthen LEDARS' advocacy initiatives.
- Prepare the communication and advocacy instruments including presentations, briefing material as needed,
- Build and manage a media network, regularly engaging with journalists and editors across print, electronic, and digital media.
- Prepare need base IEC materials for the purposes of advocacy and disseminate,
- Writs, edits and supervise public statements like memorandum, declaration, press release, etc.
- Rapport building to Government, media and other stakeholders for the advocacy issue,
- Organize or assist to organize advocacy event like press conference, media briefing, meet the press, memorandum submission, round table meeting, etc. to get positive reaction from policy maker and actors.
- Conduct community level event using different advocacy tools, like letter campaign, human chain, wall writing, face book post, etc.
- Draft Expressions of Interest (EoI), Terms of Reference (ToR), Memorandums of Understanding (MoU), and agreements as required.

- Ensure seamless communication between field offices and programs through both online and offline channels.
- Capacity building to staff and community leaders on advocacy issue 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 forwards.
- 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** Minimum Master's degree in Journalism, Sociology, Development Studies or related discipline with reputed university.
- **Experience Requirements:** At least 2 years working experience as advocacy officer or in Mid-level management position relating to advocacy activities 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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