Job profile

SENIOR OFFICER - CLIMATE AND RESILIENCE
Practical Action

ABOUT US

We are an international development organisation putting ingenious ideas to work so people in poverty can change their world. We help people find solutions to some of the world’s toughest problems. Challenges made worse by catastrophic climate change and persistent gender inequality. We work with communities to develop ingenious, lasting and locally owned solutions for agriculture, water and waste management, climate resilience and clean energy. And we share what works with others, so answers that start small can grow big.

We’re a global change-making group. The group consists of a UK registered charity with community projects in Africa, Asia and Latin America, an independent development publishing company and a technical consulting service. We combine these specialisms to multiply our impact and help shape a world that works better for everyone.

OUR AIMS
We help people find solutions to some of the world’s toughest problems, made worse by catastrophic climate change and persistent gender inequality. Our aims are to:

- Make agriculture work better for smallholder farmers, many of them women, so they can adapt to climate change and achieve a good standard of living
- Help more people harness the transformational effects of clean affordable energy and reduce avoidable deaths caused by smoke from indoor stoves and fires.
- Make cities in poorer countries cleaner, healthier places to live and work.
- Build disaster resilience into the lives of people threatened by hazards – reducing the risk of hazards and minimising their impact on lives and livelihoods.

HOW WE WORK
We work on holistic solutions that change systems and have a framework to help us achieve our aims:

- Analyse the root causes of a poverty and vulnerability.
- Define the change at scale we need to make.
- Develop activities along three complementary paths: Demonstrate, Learn and Inspire.
- Demonstrate that our solutions are sustainable in the real world.
- Learn by capturing evidence and adapting our approach.
- Inspire wider support to multiply our impact.

OUR ORGANISATION
Practical Action is an unconventional, multi-disciplinary changemaking organisation

- A highly innovative community development charity operating in Africa, Asia and Latin America. Practical Action community projects use ingenious ideas to design, test, refine and prove new ways to overcome poverty and disadvantage and then ‘open-source’ knowledge of what works so that it can be implemented at a greater scale by others.
- A world-class consulting operation that helps socially responsible business, government policy makers and other development organisations. This draws on learnings from our own development work as well as the combined brainpower of a roster of over 2,000 expert consultants. Practical Action Consulting helps to extend the reach of our influence by providing the best advice to others, whose work can make a bigger difference.

practicalaction.org
• A well-respected specialist development publisher. Practical Action Publishing brings together development practitioners, researchers and thought leaders to create publications that stimulate discussion, strengthen peoples’ capabilities and inspire sustainable change.

**SCOPE**

<table>
<thead>
<tr>
<th>Title</th>
<th>Senior Officer - Climate and Resilience</th>
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<tbody>
<tr>
<td>Reporting to</td>
<td>Thematic Lead - Climate and Resilience</td>
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<tr>
<td>Direct reports</td>
<td>None</td>
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<tr>
<td>Groups</td>
<td>Program Delivery Unit, Thematic Unit</td>
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<tr>
<td>Relationships</td>
<td>Climate and Resilience thematic and programme team based at Bangladesh and UK</td>
</tr>
<tr>
<td>Location</td>
<td>Dhaka, Bangladesh</td>
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<tr>
<td>Duration</td>
<td>2 years (Extendable depending on performance and availability of fund)</td>
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<tr>
<td>Travel</td>
<td>Frequent visit to project areas</td>
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**PURPOSE**

An exciting role at Practical Action in Bangladesh has arisen for a dynamic, organized, and inquisitive individual to join the ‘Resilience that protects’ change ambition. This position is based in Dhaka, Bangladesh with an excellent opportunity of contributing to the positive changes of climate distressed people and collaborating with Practical Action colleagues overseas. The successful applicant will ensure strong research, analytical, and writing, and coordination skills. The post-holder will give substantial project management support to the climate and resilience Project team in Bangladesh with direct research and implementation support to the the multi-level research and engagement project that focuses on systems change to assess the challenges in – and opportunities for – integrating compounding, cascading risks to food systems into existing early warning systems (EWS). This will improve understanding of how cascading risks to food systems are experienced at the community level, and how well communities, relief actors and essential food system value chains respond to early warning system information, based on case studies. We intend to develop recommendations for at-risk communities and institutional decision makers on how to strengthen the integration of cascading risks in EWS and on how to improve early warning and anticipatory actions to mitigate the impacts on local food systems and thus enhance food security.

**JOB FUNCTIONS AND RESPONSIBILITIES**

1. **Research and Knowledge Management (45 %)**

   - support the thematic lead with systems analysis, ToC development, influence, and knowledge planning for climate resilience.
   - He/she will work to capture, develop, promote, and disseminate knowledge pertaining to the programming areas.
   - Oversee the work of the research associates and knowledge officer.
   - Conduct policy and practice research, analyze data systematically synthesize data.
   - Conduct literature review, develop data collection tools, questionnaire,
   - Lead and conduct field visits for community mobilization, conduct FGDs, KII's, stakeholder consultation workshops.
   - Analyze data, synthesize findings, write reports.
• Develop research findings, project reports, policy papers, policy briefs, technical briefs, research abstracts, blogs, articles, summary/solution briefs with data/stories captured from field.
• Conduct knowledge and communications needs assessments for the project to reach internal and external stakeholders.
• Supports the line manager and relevant project teams with weekly/monthly progress reporting, evaluation, studies, research, literature review, preparing annual donor reports, presentations among others.
• Work with line manager to ensure the learnings coming from the field is captured and shared with others to enable its wider uptake at national level.
• Organize and attend knowledge sharing events, participate in-country external events.
• Read, stay up to date with climate and resilience debates to inform the above activities.
• Support meetings with the preparation of reading materials, agendas, minutes, and reports (such as weekly team meetings, external meetings, events).
• Supports the project team on a range of projects and administrative functions as required.
• Develop work plan to capture knowledge and evidence round the year and ensure capacity development initiatives for partners on documentation and knowledge capturing.
• Visit field periodically to work with field staff and partners to capture knowledge and prepare initial draft of the innovative knowledge products as well as to support them in doing so.
• Coordinate with Climate and Resilience team within Practical Action for inputs in the drafted knowledge products and research work and ensure that all inputs are incorporated in the final document.
• Work closely with climate and resilience program, advocacy, and thematic team to use the research findings and knowledge products to meet advocacy objectives.

2. Dissemination of Project Knowledge, Advocacy and Influencing (20%)  
• Coordinate dissemination plan and delivery of the knowledge products which includes sharing outputs to relevant internal team and external stakeholders.
• Add all planned outputs to the knowledge plan in knowledge pipeline including amendments of dates and production status.
• Lead effective distribution research findings using appropriate dissemination techniques including online social media.
• Identify how research findings, knowledge products can be reformatted (including translation) for different audiences and other communication channels; lead the work in coordination with project and communication team.
• Liaise with communication team in production of relevant material as well as managing project related internal/external events, stakeholder consultations.

3. Engagement in Country Climate and Resilience Project Management Activities (30%)  
• Provide support to line manager and climate and resilience project team in implementing any relevant project planning, reporting, implementation, advocacy and influencing activities.
• Maintain and update implementation plans for the assigned work package.
• Identify continuous improvements and lessons learned from field visits and day to day work.
• Ensure support in hosting visitors both in the office and fields.

4. Organizational Policies, Safeguarding and Code of Conduct (5%)
- Ensure that all involved acting on the organisation’s behalf is aware on Safeguarding Policy, Diversity and Dignity in the Workplace Policy, Code of Conduct, Fraud policy and Whistleblowing policy.
- Ensure beneficiaries whom we work with are aware of the safeguarding policy including the reporting lines as appropriate.
- Be responsible that anyone acting on our behalf has signed up to the Safeguarding and Code of Conduct policies.
- Ensure our ethics and values, as set out in our Code of Conduct and related policies, including safeguarding, are embedded in team culture, and well modelled by others. Ensure that reporting structures are well promoted and respond to all concerns appropriately.
- Responsible for gender responsive behaviour in all actions and decisions. Ensure non-discriminative behaviour based on gender, age, sex, race, ethnic background, culture, disability, nationality, religion and marital status, and is sensitive and adaptable to gender and social inclusion.

PERSON PROFILE

EXPERIENCE & KNOWLEDGE

We welcome a career driven professional who intend to be part of a dynamic team to bring a positive change for the climate vulnerable communities with followings capacities:

- 07 years of experience in research, documentation, knowledge management in the development sector with a strong focus on climate change adaptation, disaster risk reduction, cascading and systemic risk analysis, early warning systems, food systems, food security, gender transformation among others.
- Experience in producing and managing professional content for development professionals and policy makers in Bangladesh particularly related to climate resilience.
- Proven experience in action research and engagement projects, content preparation, Proven experience in writing research publications, knowledge materials including blogs, media articles.
- Strong English and Bangla writing and editing skills including translation of documents from English to Bengali or vice versa.
- Strong communication skills and fluent in spoken and written English and Bengali Knowledge of the development interface and practitioner audience. Should be interested in technology-based resilience work.
- Ability to share ideas and motivate people for sharing their knowledge. High levels of demonstrated skills in prioritizing tasks and meeting deadlines.
- Experienced in teamwork and managing relationships. Proactive and able to handle assignments with minimum supervision.
- Willingness and enthusiasm to work in challenging and difficult situations, remote locations.
- Willingness and enthusiasm for working with multidisciplinary team. Willingness to visit project sites to collect data, success stories as well as to support project staff in implementing project and knowledge activities and plans.
**Education**
Masters/bachelor's degree in development studies, International Relations, Disaster Science and Management, Environmental Management, Urban, Regional, and Rural Development Planning, Geography and Environment, Meteorology, Gender Studies, Agriculture, or any relevant discipline.

**Desirable**
- Understanding of online data/information management system
- Experience of using digital data collection platform (e.g., KoBo), data analysis, GIS, or similar desktop publishing experience
- Experience of language editing, graphic design and layout will be an advantage.

**How to apply**

Please **apply online** through uploading your CV mentioning two referees by **10 January 2024**.

We treat all applications for employment on their merits and do not take into consideration any factors that are not relevant to the job such as disability, race, age, religion, gender, gender reassignment or sexual orientation. Only shortlisted candidates will be called for interview.
Practical Action is committed to safeguarding and protecting children and vulnerable adults and as such candidates will be subject to pre-employment checks.