

## Vacancy Announcement

**Position** : Content and Knowledge Manager  
**Project** : Generating Ambition for Locally Led Adaptation (GA LLA)  
**Duration** : 10 Months (subject to extension based on performance)  
**Reporting** : Project Manager

### Project Summary

The International Centre for Climate Change and Development (ICCCAD), Independent University Bangladesh (IUB), is looking for an enthusiastic and proactive individual to join the organization as a **Content and Knowledge Manager** for the [Generating Ambition for Locally Led Adaptation \(LLA\) project](#) collaboratively undertaken by the International Institute for Environment and Development (IIED) and partner organizations. This initiative is being funded by the Government of the Netherlands.

The project aims to support the implementation of the [LLA](#) long-term strategy by building institutional capabilities, fostering partnerships, and enhancing accountability to address climate, nature, and inequality challenges.

### Roles and Responsibilities

- **Content Development:** Extract the key findings from each project activity to develop comprehensive knowledge products.
- **Communication:** Maintain regular communication with relevant stakeholders relevant to the project.
- **Innovation:** Thinking out-of-the-box components relevant to disseminate the project activities for different groups of the audience (Community, Intermediaries, Policy Makers, Influencers, and Donor agencies).
- **Risk Management:** Support the project team in assessing, flagging, documenting, and communicating existing and potential risks related to the project, and developing risk mitigation strategies.
- **Reporting:** Ensure the proper documentation process, record keeping, and guarantee that the activities are conducted on time.
- **Peer Review Process:** Coordinate with external reviewers, GA LLA partners, and experts to ensure a proper peer-review process of the knowledge materials, with the support of the project team.
- **Others:** Any other project-related activities appointed by the Project Manager.

## Eligibility

- Substantial experience in content development, communication, and peer review process (minimum of 3 years).
- Excellent writing and verbal communication skills, both in English and Bengali.
- A minimum of a Master's degree or equivalent in a relevant field: Media and Communication/Literature/Anthropology/Social Sciences/Development Studies, or any other degrees that suit the above-mentioned criteria, with sound academic records.
- Sound knowledge of Locally Led Adaptation (LLA) and community development.
- Possessing self-generated knowledge products or materials (at least two).
- Proficiency in organizing and coordinating communication-related tasks.
- Ability to work independently and collaboratively in a diverse team environment.
- Demonstrate organizational skills, including the ability to multitask and prioritize workload effectively.

## How to Apply

Potential candidates meeting the above requirements are requested to fill out the following form by **16 October 2025 (Thursday)**.

Link: <https://forms.gle/Ai1DvPvPc79nRwS16>

## Salary

As per organizational policy and scale.

## Note

- Only shortlisted candidates will be contacted for the next phase of the selection process.
- The position is only applicable to Bangladeshi nationals who are currently residing in the country.
- We are an equal opportunity employer and encourage all qualified candidates to apply.
- For any additional information, please contact: [galla.icccadiub@gmail.com](mailto:galla.icccadiub@gmail.com)