



## Vacancy Announcement

**Position** : Operations and Monitoring Officer  
**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 an **Operations and Monitoring Officer** 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

- **Administrative and Logistic Support:** Work with the Project Manager to ensure the smooth execution of the project activities, ensuring all administrative and logistic support.
- **Monitoring, Evaluation, and Record Keeping:** Develop a project progress tracker to monitor, record, and evaluate the project activities and key deliverables.
- **Communication:** Maintain regular communication with relevant stakeholders of the project.
- **Quality Assurance and Reporting:** Ensure the project deliverables are met on time, and each of the deliverables is properly documented and reported, without compromising the quality of the deliverables.
- **Risk Management:** Support the project manager in assessing, flagging, documenting, and communicating existing and potential risks related to the project, and developing risk mitigation strategies.
- **Others:** Any other project-related activities appointed by the Project Manager.

## Eligibility

- Substantial experience in project management, monitoring, and reporting processes (minimum of 3 years).
- A minimum of a Master's degree or equivalent in a relevant field that suits the role, with sound academic records.
- Sound knowledge of Locally Led Adaptation (LLA) and community development.
- Excellent written and verbal communication skills, both in English and Bengali.
- 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/Vqp5cJ577bUCVY7Q9>

## 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 for 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)