

## Vacancy Announcement

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### Job Title: Intern (04)

**Job Description:** International Centre for Climate Change and Development (ICCCAD) is seeking four highly motivated and detail-oriented Project interns to join our CAP-RES (Capacity Strengthening of Multi-Actors to Limit Climate Change Impacts and Enhance Resilience) project team in Dhaka. The successful candidate will work closely with our project managers and other team members to assist in the planning, execution, and monitoring of various projects. This is an excellent opportunity for a student or recent graduates to gain hands-on experience and develop their skills in project management and research on climate change.

### Responsibilities:

- Assisting the project team in the planning and execution of the project.
- Conducting research and gathering data to support project tasks
- Helping to create project timelines and schedules
- Assisting with project documentation and communication
- Participating in team meetings and providing updates on assigned tasks
- Helping to identify and manage project risks and issues
- Assisting with the development and implementation of project deliverables
- Supporting the project manager in ensuring that projects are completed on time, within budget, and to the satisfaction of all stakeholders.

### Requirements:

- Recent graduate in Disaster management, environmental science, development studies, economics, geography or other relevant subject.
- Strong organizational and time management skills
- Strong attention to detail and ability to multitask
- Strong communication and collaboration skills
- Strong analytical and problem-solving skills
- Experience with project management software is a plus

### Contract:

- Duration: Six months (January 2025 to June 2025) contract.
- Location: Dhaka, with frequent field visits around the country as per program requirement
- Work modality: In- person office.
- Monthly gross stipend and other benefits as per organization policy
- Reporting line: Project Manager

Potential candidates meeting all the above requirements are requested to [apply](#) along with your CV and cover letter. The application **deadline is 10th November, 2024**. ICCCAD is an equal-opportunity employer and encourages all qualified candidates to apply. Female candidates are strongly encouraged to apply.