

## Job Advertisement

### **Friedrich-Ebert-Stiftung (FES) Bangladesh is hiring a Programme Coordinator**

Friedrich-Ebert-Stiftung is a non-profit German foundation, funded by the Government of the Federal Republic of Germany. FES has more than 100 offices around the world and its headquarters are located in Bonn and Berlin. FES began working in Bangladesh in 2014, where it focuses its efforts on labour rights, the future of work and innovation in higher education. For more information please visit our Facebook page: <https://www.facebook.com/fesBangladesh/>

**Position description:** Programme Coordinator

**Status:** Local Employee (full-time)

**Location:** Dhaka

#### **The Role as a Programme Coordinator Includes:**

- Developing, implementing, monitoring and evaluating national and regional activities, with a special emphasis on working closely with partners in the labour rights movement and on promoting youth and women within that movement.
- Mediating and facilitating the implementation and course of activities in close cooperation with local partners.
- Providing substantial analysis of current political, social and economic developments through the preparation of papers and reports, with a special understanding of labour rights, gender equality and the future of work.
- Continuous monitoring of media coverage.
- Networking with local, national and international actors operating in this field.
- Translating and interpreting for the Resident Representative and foreign delegates as required.

#### **The Skills that are Required:**

- A degree in Political Science, Social Sciences, Economics or related studies, as well as a keen interest in labour and trade issues, feminism, education and social protection
- Written and verbal proficiency in both English and Bangla, with editorial capacities.
- Strong communication, mediation and networking skills.
- Strong administrative skills, being detail-oriented and a dedicated manager of time and multiple tasks.
- The ability to invest in team work and build a strong joint FES working culture.
- Cultural awareness and experience in working with stakeholders from diverse cultural backgrounds.
- Excellent command of MS Office Programme and digital event and learning platforms.
- Fluent in the dynamics of Social Media (such as Facebook, Twitter).
- Minimum 3 years of working experience in the relevant field

#### **How to apply?**

Please submit your application by email, including (1) Curriculum Vitae (3 pages max, including two references); (2) motivation letter (1 page max) not repeating information in your CV, but outlining what you can contribute to our team effort; (3) a sample of a text you have written prior (2 pages max from a study paper of your, an analysis, from a blog, etc.). Applications should be sent to [application.fes@fesbd.org](mailto:application.fes@fesbd.org) no later than **September 12, 2020**.