

## Job Opportunity: Rapporteur for National Climate Justice Forum

An Organization for Socio-Economic Development (AOSED) invites dynamic and skilled professionals to apply for the role of **Rapporteur** for the **Formation of National Climate Justice Forum**, under the **Adaptive Livelihood Towards Establishing Resilient Communities (ALTER) Project (Phase-II)**.

### Event Details:

- **Date:** September 25, 2025
- **Venue:** Amazon Lily Lake View Residence, House: 28, Road: 19/A, Banani, Dhaka
- **Objective:** Establish a national platform to advance climate justice in Bangladesh

### Role and Responsibilities:

As the Rapporteur, you will be at the heart of this transformative event, ensuring its success through:

- **Guest Communication:** Engage with guests, speakers, and participants to confirm attendance and share event details.
- **Logistical Support:** Assist with on-site coordination, including venue setup and participant registration.
- **Minute-Taking:** Capture key discussions, decisions, and action points during the forum.
- **Final Report:** Draft a comprehensive event report, including session summaries, outcomes, and recommendations, with visuals.

### Contract Details:

- **Duration:** September 23–27, 2025
- **Report Submission Deadline:** September 27, 2025
- **Compensation:** Competitive honorarium based on experience, plus reimbursement for approved travel/incidental expenses.

### Who We're Looking For:

- 2–3 years of experience in event documentation, report writing, or similar roles (climate/advocacy sector experience preferred).
- Excellent communication skills in English and Bangla (written and verbal).
- Proficiency in Microsoft Office and digital note-taking tools.
- Ability to thrive under tight deadlines in a fast-paced environment.
- Passion for climate justice and community resilience is a plus!

### How to Apply:

Submit the following to **procurement.aosed@gmail.com** by **September 18, 2025**:

- Detailed CV showcasing relevant experience.
- Copy of TIN certificate

**Subject Line:** "Rapporteur Application – National Climate Justice Forum – [Your Full Name]"

Shortlisted candidates will be invited for a virtual interview by September 22, 2025.

For Detailed ToR: <https://tinyurl.com/2s4khpz7>

**Contact:** For queries, reach Mr. Monir Hossain Tarafder, Assistant Coordinator (Finance and Admin) at +880 1717-196328

### Apply now

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