

**Intern – Environment**

**Job Title:**  Intern – Environment

**Reports to:**  Head of Logistics – Administration

**Terms: 09 months**

**Salary:** BDT 22,500/= per month

**Requirements:** Dhaka Office based with 20% field travel to project sites

**About Concern:** Established in 1968, Concern is a non-profit, non-governmental humanitarian organisation, dedicated to the reduction of suffering and the ultimate elimination of extreme poverty in the world’s poorest countries.

Concern’s vision, our mission and our work are all defined by one goal – ending extreme poverty, whatever it takes. Concern strives for a world free from poverty, fear, and oppression.

Our culture is values driven and we believe that our people are central to all that we do and are key to delivering on our goal of Reaching the Furthest Behind First. We are committed to ensuring a workplace where everybody feels valued and are enabled to succeed in their work and contribute to delivering on our mission.

**Role Purpose:**

The Intern-Environment is responsible to support Conduct a carbon audit on the organisations 2025/2026 operations and support in the development and roll out of a strategy to reduce Concern Bangladesh’s CO2 emissions; support in the development of material and assist to conducting orientation/trainings for Concern staff, partners and communities on environmental issues.

Support to procurement data entry, documentation/filling, drafting notes, day-to-day admin support, and small procurement as well.

**Main duties & responsibilities:**

**Environment:**

* Conducting and compiling yearly Carbon Audits in accordance with Concern World wide’s Dublin guideline, including data accumulation, emissions analysis, and report formulation.
* Identify scope for organizational emission reduction and take action for achieving emission reduction goal of concern Bangladesh.
* Supporting the formulation, execution, and annual review of the Environmental Action Plan in collaboration with the Green Team; coordinating regular Green Team meetings to ensure implementation and tracking of sustainability initiatives.
* Developing and updating essential environmental governance documents such as the Green Policy, Environmental Guidelines, and Green Procurement Plan for Concern Bangladesh operations and partners.
* Leading efforts to identify and promote sustainable, eco-friendly alternatives in the procurement process; monitoring and enhancing the green procurement strategy in line with Concern’s environmental policies.
* Designing and facilitating capacity-building initiatives for staff and partners on environmental sustainability, waste minimization, and climate-conscious practices.
* Contributing to the mainstreaming of environmental sustainability into day-to-day operations, including procurement, logistics, and administration.

**Logistics & Others:**

* Support on admin, procurement and logistics functions i.e. drafting notes, documentation, filling,
* Updating procurement tracker (supply request and contract)
* Coordination with different stakeholder i.e. requester, supplier as necessary with concern of Admin Department
* Processing data archiving administrative activates i.e. record keeping and assigned duties
* Other assigned duties from the department

**Obligations:** Maintain high level of confidentiality wherever the incumbent come across sensitive information’s/data. Person shall accept, adhere to all Concern Worldwide policies (Code of Conduct and its associated safeguarding policies). A report shall be prepared and submitted by the incumbent on completion of the nine months tenure prior to the final settlement is made.

**Role holder Requirements:**

* Graduate in environmental science from renowned university or relevant subject
* Strong interest in use of innovative technology and tools for development cooperation programmes and systems
* Strong interest in working in rural areas and sensitivity to the needs of the extreme poor

**Competencies:**

*Typically, candidates are expected to demonstrate good interpersonal communication skills and to demonstrate behaviors in line with Concern values.*

|  |
| --- |
| Managing Yourself |

We encourage all eligible candidates, irrespective of gender, ethnicity or origin, disability, political beliefs, religious beliefs, sexual orientation, or socio-economic status to apply to become a part of the organisation. Concern is against all forms of discrimination and unequal power relations and is committed to promoting equality.

If you have any concerns about our recruitment process and need particular assistance - for example if you have a disability e.g. a hearing impairment - please let us know and we will do our best to respond to your needs.

**Important information:**

Concern has an organizational **Code of Conduct** with three Associated Policies: The **Programme Participant Protection Policy, the Child Safeguarding Policy, and the Anti-Trafficking in Persons Policy** accessible [here](https://www.concern.net/accountability/codes-and-policies/safeguarding). These have been developed to ensure the maximum protection of programme participants from exploitation, and to clarify the responsibilities of Concern staff, consultants, visitors to the programme and partner organisations, and the standards of behaviour expected of them. In this context, staff have a responsibility to the organisation to strive for, and maintain, the highest standards in their work, in accordance with Concern’s core values and mission. Any candidate offered a job with Concern Worldwide will be expected to sign the Concern Staff Code of Conduct and Associated Policies as an appendix to their contract of employment. By signing the Concern Code of Conduct, candidates acknowledge that they have understood the content of both the Concern Code of Conduct and the Associated Policies and agree to conduct themselves in accordance with the provisions of these policies. Additionally, Concern is committed to the safeguarding and protection of adults and children in our work. We will do everything possible to ensure that only those who are suitable to work or volunteer with adults and children are recruited by us for such roles. Consequently, working or volunteering with Concern may be subject to a range of vetting checks, including criminal background checking.

During this job application, you will provide Concern with your **personal data**. Concern takes its responsibilities towards this personal data very seriously and is committed to complying with all relevant data protection legislation.