

Program Assistant Bangladesh

About Pure Earth:

Pure Earth (www.pureearth.org) is a global leader in improving public health and development outcomes by reducing exposure to lead and other toxic pollutants. We work closely with governments to embed evidence-based, sustainable solutions into public systems at the national scale. By translating data into action and pairing technical expertise with local partnerships, Pure Earth designs and delivers practical interventions that reduce pollution and poisoning risks, strengthen public response systems, and support long-term health and economic progress.

Position Overview:

The Program Assistant will work closely with the program team to ensure the smooth implementation of project activities, reporting, stakeholder coordination, and operational support. The role will include drafting reports, preparing accurate and high-quality meeting notes and minutes for events and high-level meetings, and providing logistical and administrative support for program activities.

The Program Assistant will also support environmental data collection, GPS location mapping, reporting, and entry of information into the toxic site database. The ideal candidate should have a basic understanding of environmental pollution and science, be willing to undertake field visits, and demonstrate a proactive, collaborative, and passionate approach to teamwork.

Work Location:

Based in Dhaka, Bangladesh, with travel to project field sites within the country as required.

Employment Type: Full-Time, Consultant

Scope of Work:

Key responsibilities include but not limited to:

- Assist in the implementation and coordination of program activities across multiple projects.
- Support drafting, editing, and formatting reports, presentations, meeting minutes, blogs, and other program materials.
- Take accurate and high-quality notes during workshops, events, consultations, field visits, and high-level meetings.
- Assist in organizing events, workshops, field visits, and meetings, including logistical and administrative coordination.
- Support data collection, GPS location mapping, basic analysis, reporting, and documentation of project progress.

- Assist in collecting, organizing, and entering environmental and toxic site-related data into relevant databases and tracking systems.
- Maintain proper documentation, records, and filing systems for project-related materials, and support the Monitoring and Evaluation team by providing relevant information on project milestones, progress, and challenges for effective documentation and reporting.
- Conduct desk research on environmental health, pollution, toxic exposure, and related topics as needed, and look for research opportunities.
- Undertake field visits and support field-level coordination and monitoring activities.
- Provide general operational and administrative support to the program team as required.
- Perform other tasks and responsibilities assigned by the supervisor.

Required Qualifications and Experiences:

- Bachelor's degree in Environmental Science, Public Health, Environmental Policy, Environmental Engineering, Development Studies, or a related field.
- 2 to 3 years of relevant experience in program support or project coordination.
- Strong report writing and communication skills in English. Ability to write effectively for diverse audiences, including donors, governments, and project partners.
- Proficiency in advanced-level Microsoft Office applications, particularly Word, Excel, PowerPoint, and Outlook.
- Ability to think and plan strategically and creatively.
- Ability to develop and deliver goals; identify priority activities and assignments; and problem-solving skills in adjusting plans and activities as necessary.
- Ability to effectively represent Pure Earth as the interface with partners.

Work Supervision:

The Program Assistant will work under the supervision of Senior Program Manager.

Salary:

Monthly 60,000 BDT

Contract Duration:

12-months (One year) full-time consultant position, with the high possibility of annual renewal.

How to Apply:

Interested candidates are requested to submit the following two documents as a single PDF file to teambangladesh@pureearth.org, clearly mentioning the position title: Program Assistant in the subject line of the email:

1. A motivational letter (maximum 500 words) explaining how your qualifications and experience align with the requirements of the position and why you are interested in joining Pure Earth.
2. An up-to-date Resume with contact details.

Application Deadline:

5 June 2026.

Tentative Date of Joining:

The selected candidate should ideally be available to join by July 2026.

Equal Employment Opportunity

It is the policy of Pure Earth to provide equal opportunity for all qualified persons and not discriminate against any employee or applicant for employment because of race, color, religion, sex, gender or gender identity, age, national origin, disability, sexual orientation or any other protected status.

This job description may be revised and updated as required to meet organizational objectives.