Job Description

Research Officer

Ethical Trading Initiative Bangladesh

Ethical Trading Initiative (ETI) is the leading alliance of businesses, NGOs, and trade unions working together to advance human rights in global supply chains. ETI provides practical advice, guidance, and implementation support, with an approach firmly aligned to the UN Guiding Principles on Business and Human Rights and relevant legislation. It convenes stakeholders in a trusted, safe space to address salient human rights challenges, fostering collaboration and collective action to drive meaningful change across supply chains.

ETI Bangladesh is an independently registered subsidiary of the Ethical Trading Initiative; established in 2014 with the mission to enable the most vulnerable workers in Bangladesh to address Decent Work challenges in complex supply chains, focusing on social dialogue, gender-sensitive workplaces, occupational health and safety, and behavioural change. In a sector historically affected by labour rights risks, ETI Bangladesh continues to build capacity to promote good employment practices, apply the ETI Base Code, and address cross-cutting challenges faced by vulnerable workers.

The organisation works closely with businesses, associations, brands, workers and federations, LROs, development partners, and government stakeholders. It also promotes decarbonisation, business sustainability, just transition, and decent working conditions across the global supply chain.
For more information, visit www.etibd.org and www.ethicaltrade.org

ETI Bangladesh is looking for enthusiastic and qualified candidates for the following post based in Dhaka, Bangladesh.

Title: Research Officer (1 Position)
Reports to: Senior Research Officer, but will be working closely with the relevant team members of ETI Bangladesh's programme team.

Job Statement: The Research Officer, in association with other team members in the Research Unit and Programme Unit, will work to plan, design, and implement ETI Bangladesh's research-based initiatives.

Main Purpose: The Research Officer shall be responsible for research activities across multiple projects, working within the Research unit. The officer shall be responsible for designing and implementing various research initiatives, developing research tools, managing data collection processes, conducting analysis, and producing research reports and learning documents. Additionally, the Research Officer will support the Research team in exploring scope for research-based projects, including proposal development, research concept writing, and securing funding for new research initiatives.

Key responsibilities:

1. Independently conceptualise various research/studies aligning with donor requirements and ETI Bangladesh's programme strategies, project goals and priorities. It should also include desk research, literature review etc.
2. Support all research activities across multiple projects, ensuring high-quality design, execution, and reporting. It may include design and implementation of baseline, end-line, mid-term review of various projects and programmes.
3. Coordinate with the research team, programme team, data enumerators, and other relevant stakeholders, to ensure smooth execution of the relevant activities.

4. S/he shall be responsible to visit project implementation areas (Dhaka and outside Dhaka/coastal areas of Bangladesh) and support partner NGOs/community researchers.
5. Develop bilingual (English and Bangla) research tools (surveys, FGDs, KIIs,) and oversee data collection and validation processes, including capacity building of data enumerators, research assistance, as applicable.
6. Lead on data processing and data analysis, including data cleaning and data quality. Conduct in-depth data analysis using quantitative and qualitative methods to generate actionable insights. The Research Officer shall be responsible to add value to the ETI Bangladesh's research initiatives and MEAL activities by using various statistical tools and socio-economic perspectives.
7. Contribute to designing and/or reviewing the result framework for various projects, including producing evidence-based insights for periodic reports for both donors and internal use.
8. Support programme team through providing with evidence-based insights in designing interventions namely training, advocacy, advisory services, multistakeholder dialogue etc.
9. Contribute to the consolidation and dissemination of learning, including writing research reports, learning documents, case studies, presentations, and publications. The Research Officer shall also be responsible to prepare research-based summary write-up/blog posts for ETI Bangladesh's social media, including its website.
10. Identify and extend support to apply for research consultancies and funding opportunities in collaboration with the MEL team and prgoramme team. S/he will also work with other team members in developing research proposals, and concept notes for donor-funded projects and consultancy bids.
11. Aligning with the activity requirements, regularly conduct field visit, participate in various workplace level and sectoral level events and prepare reports as suggested by the management.
12. Contribute to ETI Bangladesh's institutional development through participation in internal coordination and learning events, producing research-based evidence for senior management, including organising and facilitating peer learning sessions for ETI Bangladesh team members.

Qualifications & Competencies

Educational Background:

- At least a Bachelor's Degree in Social Sciences such as Anthropology, Sociology, Development Studies, Economics, Environmental Science, Statistics, or a related field.
- Specialised training in research methodologies, participatory research approach, data processing, analysis, and interpretation is an advantage.
- Person having working experience in the RMG sector, business, fisheries, climate and environment will be preferred.

Research and Data Analysis Experience:

- At least 1-2 years of focused experience in conducting research, impact assessments, and data analysis.
- Proven expertise in quantitative and qualitative research methods.
- Proficiency in data collection platforms (KoboToolbox, ODK, SurveyCTO) and analytical software (SPSS).
- Advanced proficiency in Office suite (Word, Excel, PowerPoint) and online event platforms (Zoom, Teams, etc.).
- Experience in writing high-quality research reports and learning papers.
- Ability to write compelling research proposals with clear methodologies.

Soft Skills and Competencies:

- Excellent writing and communication skills in both Bangla and English.
- Ability to translate research findings into practical recommendations.

- Strong analytical and problem-solving skills.
- Ability to work independently and within a multidisciplinary team.
- Ability to work with local community, workers, CSOs/LROs and other stakeholders.
- Ability to establish linkages between and among thematic areas such as gender, climate, worker rights and relevant diversity issues.

Desirable Attributes:

- The Research Officer shall be responsible to maintain ethical standard and practices as per organisational policies and international research protocols.

ETI Bangladesh fosters a welcoming work environment built on mutual respect, collaboration, and inter-team support. The culture is inclusive and sensitive towards colleagues, encourages open dialogue and idea-sharing, and promotes enthusiastic team members to grow and thrive.