Full time, on-site

Programme Development Manager

BCIL, an independent research and consultancy centre in Dhaka working on international law research, advocacy and training, and a sister concern of BSIL, is seeking a Programme Development Manager to find and win funding and partnership opportunities and to manage the projects that result.

Apply now →

Deadline: 30 November 2026, 11:59 PM (Bangladesh Time)
Enquiries: careers@bcil.bd (subject: "Application – Programme Development Manager")

Location	Vacancies	Monthly salary	Probation	Reports to
87 New Eskaton, Dhaka (on-site)	**1**	**BDT 40,000–60,000 + 2 festival bonuses**	**3 months**	**Executive Director**

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Captured from the employer Opportunities page; application is on BCIL's website.

Requirements

- Bachelor's degree in law; a master's in law, development studies, public policy or a related field is preferred
- At least three years' experience in programme development or project management with an NGO, INGO, development partner, research institute or consulting firm
- A track record of proposals that secured funding
- Working knowledge of funder compliance: budgeting, financial proposals, procurement and reporting. Familiarity with NGO Affairs Bureau processes is an advantage
- Excellent written English and Bangla, and the ability to work independently to deadlines

Key responsibilities

- Identify and assess funding and partnership opportunities from development partners, UN agencies, embassies and national institutions
- Lead the preparation of concept notes, technical and financial proposals, budgets and supporting documents to each funder's requirements
- Maintain the Center's institutional documentation (registrations, policies, team CVs, past-performance records) so that submissions can be assembled quickly
- Manage awarded projects: work plans, budgets, monitoring, reporting, and compliance with funder and regulatory requirements
- Build and maintain relationships with funders and partner organisations

What we offer

- Monthly salary of BDT 40,000–60,000, depending on experience
- Two festival bonuses, each equal to one month's basic salar
- Opportunities to contribute to impactful legal research, policy advocacy and institutional initiatives
- A collaborative professional environment with opportunities for national and international engagement

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