

Call for Applications: Project Assistant (Bangladeshi Nationals Only)

[SANEM](#) is a leading think-tank in South Asia, initiated to build a network of economists and policymakers in South Asia. Established in 2007, SANEM aims to promote the production, exchange, and dissemination of research knowledge with a special focus on economic modeling in the areas of international trade and regional integration, poverty, inequality and growth, labour market, environment and climate change, political economy and governance, human capital development, renewable energy, and sustainability. SANEM contributes to public policy-making by providing research support both at the individual and organizational levels. Since its inception, SANEM has maintained a strong partnership with global, regional, and local think-tanks, research and development organizations, universities, and individual researchers. SANEM supports university students and young researchers from Economics, Business, and Social Sciences backgrounds to learn the art of research and present their work on contemporary issues through its Youthonomics platform, regular internship programme, and Annual Economists Conference (SAEC). It also arranges regular training and workshops through its capacity building programs on economic modeling and contemporary economic issues for participants from South Asia.

SANEM, with funding from the Asian Development Bank (ADB), is supporting Bangladesh Investment Development Authority (BIDA) in developing a comprehensive investment information system covering Bangladesh's manufacturing and services sectors. The project involves reconciling enterprise records from investment promotion agencies, regulators, and industry associations; conducting an on-site census of foreign and joint-venture enterprises; and carrying out a representative survey of domestic firms across all eight divisions. The findings will feed into a standardised database, analytical reports, policy briefs, and a national investment compendium, strengthening the evidence base for investment promotion as Bangladesh transitions out of LDC status.

For this project, SANEM is looking for multiple Project Assistants.

Key Responsibilities

- Communicate and coordinate with firms and businesses, both foreign and domestic, operating in Bangladesh
- Conduct enterprise (foreign and domestic) surveys
- Maintain an organised database of surveyed firms, contact logs, and response tracking records
- Conduct preliminary data entry, cleaning, and quality checks of collected survey responses
- Travel within or outside Dhaka for the surveys
- Any other tasks assigned by the team.

Qualifications

- Bachelor's degree in Economics, Development Studies, Health Economics, Statistics, or a related discipline from a recognised public or private university
- Strong written and verbal communication skills in English, as the role involves direct contact with foreign firms
- Proficiency in MS Word and Excel
- Ability to work independently as well as in a team-oriented environment

Employment Terms

- Full-time position
- Contract duration of two (2) months with possibility of extension based on performance and project requirements
- Salary: BDT 20,000 per month

- Expenses for travel and phone calls will be borne by the office

Application Procedure

Interested candidates are requested to submit their applications (CV & Motivation Letter) via [Google Form](#) by 30 June 2026.

Only shortlisted candidates will be contacted.