

## Job Description

<b>Name of Employee</b>	
<b>Job Title</b>	Intern- Programme and Communications
<b>Sector/Department</b>	Humanitarian Programme
<b>Theme/Unit/Project</b>	SUPER Project
<b>Date of Preparation</b>	14 March 2023

### Job Summary:

Responsibility of the Intern is to support SUPER project team and Communications team for event related support including visibility documentation tasks for the National Symposium event of SUPER project. The Intern will also closely work with project team on Ad-hoc duties at event including, but not limited to, guest list management and working with on-site service providers to make sure the event runs smoothly.

The position is reportable to the Senior Programme Officer-Humanitarian Programme strategic priority, ActionAid Bangladesh

### Responsibilities and Tasks

*(Describe the major responsibilities, principal tasks, competencies and end results for which the position is accountable. List the responsibilities in the order of importance and state the percentage of time the employee spends on each responsibilities)*

<b>Job Responsibilities 01: Support to carry out Communications related tasks of the Symposium event.</b>	<b>% of time</b>	<b>40%</b>
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#### Tasks

- Draft concept notes and other documents in prescribed format following previous year event.
- Follow up with vendors on communications materials supply on time.
- She/he will also support for media content development, news media mobilization, and offline-online campaign on the event.
- Coordination with other team and consortium members i.e. Admin and others as required.

<b>Job Responsibilities 02: Provide Communication and Branding support for the event.</b>	<b>% of time</b>	<b>50%</b>
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#### Tasks

- Assist in all aspects of planning event, event coordination, and execution including design, set up, and tear down.
- Coordinate with communication team for drafting media invitation and distribution plan.
- Serve as liaison with vendors on banner and other publication related materials.
- Support to develop visibility and promotional plan with communication focal at AAB and other

<p>SUPER consortium partners;</p> <ul style="list-style-type: none"> <li>• Support to coordinate for content development;</li> <li>• Support to coordinate with content development agency;</li> <li>• Support for news media mobilization;</li> <li>• Support to conduct the offline and online campaign;</li> <li>• Communicate with all consortium partners for Brochure, post publications for Internal resource collection.</li> <li>• Participate in the preparatory meetings as needed.</li> <li>• Communicate with IT team of AAB for any IT related preparation for the event.</li> <li>• Perform other duties as assigned by the line manager.</li> </ul>		
<p><b>Job Responsibilities 03: Report writing</b></p> <ul style="list-style-type: none"> <li>• Take note and prepare meeting minutes at Communications sub-committee meetings.</li> <li>• Prepare summary report based on activities carried out in the event.</li> <li>• Any other tasks assigned by the line manager.</li> </ul>	<p><b>% of time</b></p>	<p><b>10%</b></p>
<p><b>Education &amp; Training:</b></p> <p>Masters' degree is preferred. Bachelor's degree is required in Mass Communication/BBA , Marketing, Development studies or Journalism or any other relevant field.</p>		
<p><b>Experience</b> (<i>Number of Years and field of expertise</i>):</p> <p>Previous experience in event organizing would be an added value.</p>		
<p><b>Technical Skills</b> (<i>Examples: languages, planning, budgeting, word processing, advance written and verbal communication, presentation etc</i>)</p> <ul style="list-style-type: none"> <li>• General computer skills including Microsoft Word, Excel and PowerPoint;</li> <li>• Excellent skill in Bijoy Bangla typing.</li> <li>• Excellent written and verbal communication skills both in Bengali and English including telephony etiquette.</li> </ul>		

Incumbent's signature and date : \_\_\_\_\_

Line Manager's signature and date : \_\_\_\_\_

Sector/Department head's signature and date : \_\_\_\_\_

HR Head's signature and date : \_\_\_\_\_