**ActionAid is a global movement of people working together to achieve greater human rights for all and defeat poverty.**

ActionAid Bangladesh is looking for suitable candidates for the following position:

**Senior Officer - Communication**

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| Unit | **:** | Communication |
| Location of posting | **:** | Dhaka |
| Types of contract | **:** | Fixed Term Contract, Initially for Five (5) Years |
| Number of position | **:** | 1 (One) |
| Salary and benefits | **:** | Monthly Gross Salary will be BDT. 81,004 with other admissible benefits such as festival bonus, provident fund, gratuity, medical benefit, group life insurance, mobile & internet allowance etc, as per HROD Policy. |

**Job Summary:**

Telling stories of ActionAid Bangladesh through digital and mainstream media (both print and electronic) will be the key responsibility of Senior Officer – Communication. The staff will will support the line manager to develop organisation’s communication & media strategy and its framework to implement issue specific communication plans and media campaigns in collaboration with the programme counterparts. She/he will also assist in the process of ensuring the organisation’s brand and identities through different online and offline content development. S/he is expected to develop IEC, BCC contents/materials and video production.

**Key responsibilities include (not limited to):**

**Media Management:**

* Develop yearly media engagement plan and ensure media visibility of the organisation
* Monitor media performance and ensure coverage report
* Maintain event wise archiving of media coverage for knowledge management
* Ensure media coverage reports are updated in the website
* Manage the media database of the organisation
* Support the communications team in media engagement
* Develop and circulate press release, news, media briefing
* Develop press invitation
* Manage media visits in coordination with other colleagues in the team
* Organise events for the media and journalists in coordination with programme and projects
* Support communications team to publish special report, feature, Op-ed in media
* Maintain regular contacts with media and journalists
* Share regular updates with media and journalists
* Support the AAB management in managing media crisis as and when required
* Support programme or project in international media correspondence or pitch.

**Content Generation, Branding and Dissemination**

* Research and develop contents for quarterly/ annual newsletters
* Develop textual contents for briefing
* Support communications team to develop situation report
* Support communications team to develop story
* Support communications team to collection interview of CD or any other person when required
* Support the communications team with Annual Report content creation and editing
* Content creation through graphic design and video editing
* Support communications team in organisational branding
* Support staff in brand negotiation with donors
* Manage day-to-day branding issues of the organisation
* Maintain database and archive of IEC, BCC, digital contents.

**Inter-Organisational Coordination**

* Support SP’s, projects and functional units with their communication tasks as and when assigned by
* the line manager
* Support project and functional units in field visit with photography, videography, and story collection
* Support international colleagues in field visit for documentary and story collection related tasks
* Support with organising Communication Focal Points (CFP)s meeting, event and training
* Develop social media contents and upload on the AAB-run social media outlets
* Support website management, content review and publish on website
* Support colleagues with branding issues
* Photography and videography as assigned by the line manager for events.

**Relationships**

Senior Officer - Communications will report to Deputy Manager – Communication (Content Developeer) of ActionAid Bangladesh. S/He has to maintain functional relationship with his/her peers, greater programme team including project teams under PPC Directorate and organisation’s priority teams. S/He must be able to communicate with other teams and units both programme and operational.

**Required Educational Qualification and Experiences**

**Education**

* Houners in Mass Communication / Journalism / International Relations /Social Science/English or a complementary degree.

**Experience**

* At least 03-04 years of professional experience in media or communication or development sector in a reputed organisation.

**Required Competencies**

* **Leadership :** Ability to follow instructions and complete assigned tasks efficiently and to take decisions independently.
* **Emotional Intelligence:** Understanding and recognition of own emotions and their impact on others  and respond accorfdingly. Can manage stress well.
* **Communication & Collaboration:** Possess effective communication skills to interact with

colleagues and stakeholders. Coordinate with team members to provide support as required.

* **Problem Solving Skill :** Ability to identify root-cause,analyse and propose alternative solutions based on their understanding of the organisation's policies and procedures.
* **Networking :** Ability to build relationships with colleagues and external stakeholders. Initiates or engages in networking activities and events and provide relevant information to external stakeholders and different forms with proper evidence.
* **Learning Agility:** Reflects on past experiences and uses that knowledge to inform future actions. Adapts to new work processes or technology with minimal guidance. Seeks out information and resources to expand their knowledge beyond their immediate responsibilities. Willingness to receive feedback and address those feedback positively.
* **Decision Quality :** Demonstrates sound judgment in routine decision-making situations. Understands the potential consequences of decisions and seeks input from others when appropriate. Open to feedback and willing to adjust decisions based on new information.

**Application instructions**

**Only those who meet the above requirements are requested to apply** following these

instructions:

* + The last date of application is **17 December 2023.**
  + Please [**Click Here**](http://jobs.actionaidbd.org/login) to submit your application.

**ActionAid Bangladesh aims to attract and select a diverse workforce, ensuring equal opportunity for everyone, irrespective of race, age, gender, sexual orientation, HIV status, class, ethnicity, disability, location and religion. Any personal persuasion/phone call will result in disqualification of candidature.**

**ActionAid Bangladesh has a non-negotiable policy of ZERO TOLERANCE towards Sexual Harassment, Exploitation and Abuse (SHEA), Child Protection Policy and other relevant safeguarding policies and expects all employees to abide by the Safeguarding Policies and Code of Conduct of ActionAid Bangladesh.**

**NB: There is no cost involved with applying for positions at ActionAid Bangladesh. Any solicitation of funds/money from job applicants should be regarded as fraudulent.**