

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

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

Officer – Documentation, Outreach and Media Engagement

Directorate	:	Programme, Policy & Campaigns
Priority/Unit	:	Young People
Project Name	:	SPA II (Strategic Partnership Agreement) Project
Location of posting	:	Dhaka
Types of contract	:	Contractual
Duration	:	Up to 31 December 2022 (but have a possibility of extension depending on donor fund availability)
Number of position	:	1 (one)
Salary and benefits	:	Monthly Gross Salary will be 63,579 /- with other admissible benefits as per HROD Policy

Job Summary:

The incumbent will be responsible for outreach and media engagement related to the SPA II project activities and objectives. S/he will document the change stories, outcomes, reports and other knowledge product. There S/he would be engaged developing the documents, including IEC materials, and capturing the changes through harvesting results in collaboration with the relevant project colleagues. S/he will be supported for conducting national level evidence-based advocacy, campaign and social movement. Besides, S/he will support, develop capacity of the partners to develop IEC materials and capturing change stories.

The incumbent will be reportable to the Programme Manager and actively collaborate with the project colleagues for achieving the outcome of the position.

Key responsibilities include (but not limited to):

Outreach, advocacy and media engagement (35% time)

- Prepare TOR for developing and engaging with the media partners and take lead in collaboration with the project colleagues.
- Provide technical support to the media partners and project team in implementing advocacy initiatives.
- Support to establishment of platforms for young people to initiate social dialogues and advocacy initiatives.
- Support to organize dialogue with various local and national government bodies for creating leadership spaces for young people specially young women;
- Take lead to alliance building among the youth groups for national and local level advocacy.
- Support to implement partners level advocacy initiatives with the government and other duty bearers for addressing the issues of social protection, climate justice and public service.

Contents development, case story collection, online and offline campaigning, reporting and learning sharing (35% time)

- Take lead to content development and campaigning through social media and disseminate to relevant stakeholders.
- Support to youth led evidence generation at implementing partners level to address the vulnerability of climate change, pollution and environmental degradation, social protection etc.
- Ensure case story collection and compilation, showcasing and learning sharing across the partners and team.
- Compile and finalise report according to the template; and
- Develop communications materials, knowledge products and documentary according to project's requirement.

Documentation and Sharing (30% time)

- Systematically document all the project related documents through developing close collaboration with the other project colleagues.
- Working closely with the Programme Manager, to ensure that the project documentation and reports are compiled and communication material is produced with quality within the appropriate time frame;
- Support to preparation and dissemination of SPA II promotional materials to mainstream, social media and development partners.
- Any other task as assigned by Programme Manager or other team members (with prior approval of PM).

Relationships

S/he will report to Manager - Young People of ActionAid Bangladesh. S/he has to maintain functional relationship with his/her peers in the team, strategic and organisational priority team and project management team.

Required Educational Qualification and Experience

- Graduate degree in relevant subject areas such as social sciences or journalism.
- At least 3 years or more of sound technical experience in the youth sector, particularly around networking and advocacy on youth-specific issues
- Candidates should demonstrate a high level of motivation and good communication, social, and interpersonal skills
- Candidate should have an extensive experience in communication strategies and techniques, media engagement, reporting and documentation, publication, and audio-visual material preparation in relation to conservation and development fields
- Excellent written skills in English
- Team player with strong experience in multi-cultural and multi-ethnic environments
- Experience in working with INGOs and CSOs is preferred
- Ability to work under pressure and meeting deadlines; and
- Excellent knowledge and use of internet, social media and office software packages (i.e. MS Word, MS Excel etc.).

Required Competencies

Desirable

- Knowledge on the issues of climate change, government service delivery and practicing social accountability tools. Also, should have sound knowledge on various national and global policies, including SDGs such as SDG 5, 8, 10 12, 13 and 16 and its implementing process

Technical

- Media engagement, communication, documentation and reporting.
- Excellent report writing skills.
- Developing learning sharing documents.
- Sound Analytical skill according to HRBA and Reflection-Action Practice.
- Agile and accommodative to address the given context.
- Innovative, ability to work independently and collaboratively at the same time.
- Should have excellent problem-solving skill; and
- Tech-savviness.

Application instructions

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

- Last date of application is **Saturday, 26 February 2022.**
- Please [click here](#) to submit your application.

ActionAid Bangladesh aims to attract and select a diverse workforce ensuring equal opportunity to 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.

N.B: There is no cost involved with applying for positions at ActionAid Bangladesh. Any solicitation of fund / money from job applicant should be regarded as fraudulent.