

ActionAid Bangladesh (AAB) is looking for suitable candidate for the following position:

## **Officer – Communication (Rohingya Response Programme)**

Project	:	Humanitarian Response
Location of posting	:	Cox’s bazar
Types of contract	:	Fixed term contract
Duration of Contract	:	Up to 2024 (with possibility of extension)
Number of Position	:	1
Salary and Benefits	:	Competitive salary with other admissible benefits such as mobile & internet allowance, medical benefit, group life insurance etc

### **Job Summary**

The Incumbent of this position will be reportable to Lead/ Manager – Communications. As the key communication person of the RRP team, h/she will support the team in organising events, communication initiatives, media engagement, material development, social media management, website management and documentation in alignment with ActionAid's communication guidelines and organisational policy. H/she will also support the RRP team and line manager in internal and external communication in case of any humanitarian emergencies.

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

#### **Content development, social media and website management (40% Time)**

- Develop yearly communication plan for RRP programme
- Coordinate with RRP's Communication Focal Persons and senior leaders to deliver and disseminate communication content, materials, and information
- Support in developing and implementing IEC materials for the Rohingya Response Programme
- Develop a suite of content, written and audio-visual, and high-quality, relevant, and engaging illustrations for various external and internal audiences targeting social media and website. E.g.: case study/story, press release, story writing, social media caption writing, blog writing, static/illustrative content development, AV scripts and making, etc.
- Prepare/collect/edit emergency communication materials, i.e., case study, report, article, etc.
- Plan and review external and internal communications content to promote on various platforms.
- Ensure strong representation of RRP's content across all channels of ActionAid Bangladesh.

### **Media engagement and event management (20% Time)**

- Maintain a good rapport/relationship with the media to mobilise them, design content for proactive and reactive media communications, and execute media campaigns for the organisation.
- Establish professional contact with key local and foreign media working in Cox's Bazar. And proactively promote AAB content and facilitate media visits to projects.
- Producing reports on the local media landscape and achieved results and future priorities, identifying risks and opportunities. Organise media events for the organisation.
- Generate media contents (Press Kit, Press Invitation, Press Release & press related documents) Develop and maintain media database & communication in Cox's Bazar.
- Organise training and orientation for media. Manage media visits in coordination with projects in the programme. Manage media crisis as and when required under the guidance of the line manager and the SLT.
- Develop and support RRP projects to organise events with effective planning, partner engagement, branding materials and visibility

### **Emergency/Humanitarian Emergency/Humanitarian response Communication, Capacity Building and Reporting (20% Time)**

- Work with national EFAST communication focal person.
- Develop Situation Report and other communication reports.
- Assess needs of Programmes, Projects and Functions about the capacity building related to communication, branding, and other issues.
- Provide necessary support in donor communication.
- Promoting AAB response during humanitarian emergencies through stories, media reports, photos, and videos using different communication channels.
- Build capacity of communication focal of RRP projects and partners on branding, story-telling and effective communication.

### **High quality documentation, resource archiving and inter-organisational coordination (20% Time)**

- Ensure high quality, action-oriented photography of project activities, progress and key events
- Ensure high quality, thematic and in-depth videography of project's journey, human-story, success
- Maintain proper archiving for all communication resources of RRP
- Provide inter-organisational communications support as and when required in consultation with line manager.

### **Relationships**

The person holds this position will be reportable to **Manager - Communications**.

### **Required Educational Qualification and Experiences**

#### **Education**

- Graduate, preferably in Mass Communication & Journalism/ International Relation/ English/ Social Sciences/ Development Studies/Business Administration with Marketing major or equivalent. Training on Photography and videography.

## **Experience**

- At least 2-3 years or more of sound experience in communication and knowledge management.

## **Required Competencies**

- Proven skill of photography, videography and illustrations.
- Must have professional writing capacity in English and Bangla, with unique story-telling capabilities,
- Proficient with MS office suite
- Able to take decision in a timely manner, prioritize and multi-task seamlessly.
- Orientation to gender sensitivity. Ability to work under extreme pressure and meet deadline.
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- Team player with strong experience in multi-cultural and multi-ethnic environment.

## **Application instructions**

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

- Last date of application is **21 October 2023.**
- Please [click here](#) to submit your application.

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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.

Any personal persuasion/phone-call will result in disqualification of candidature. ActionAid Bangladesh has a nonnegotiable policy of ZERO TOLERANCE towards Sexual Harassment, Exploitation and Abuse (SHEA) and other Safeguarding concerns (including child abuse and adults at-risk abuse) 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 with ActionAid Bangladesh. Any solicitation of job application costs should be regarded as fraudulent*