

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

Programme Officer – Knowledge Management, Outreach and Media Engagement

Project	:	Action4Transformation (A4T)
Priority	:	Young People
Location of posting	:	Dhaka
Types of contract	:	For Two Years, Up to 31 December 2025
Number of position	:	1 (One)
Salary and benefits	:	Monthly Gross Salary will be BDT. 76,431 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:

The incumbent will be responsible for communications related to the SPA II project activities and objectives. S/he will coordinate on collaborations and partnerships to promote the interest and initiatives of young people, and develop campaigns to showcase the initiatives on the project thematic areas. S/he will lead the development of platforms for young people to build capacity and leadership and initiate social change, and support national level evidence-based advocacy, campaign and social movement(s).

S/he will also develop campaigns and necessary communications and knowledge products, and capture the changes brought about through SPA II through harvesting results in collaboration with the relevant project colleagues. S/he will also oversee relevant social media platforms to ensure maximum outreach through strategic planning.

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 (not limited to):

Partnerships and Media Engagement:

- Coordinate on collaborations and partnerships to promote the interest and initiatives of young people;
- Provide technical support to the partners and youth-led platforms in implementing advocacy initiatives;
- Lead establishment of platforms for young people to initiate social dialogues, movements and advocacy initiatives;
- Lead capacity building measures for young people, especially young women on digital skills, social movement and leadership practices; and
- Support to the various advocacy initiative at national level.

Outreach and Campaigns

- Lead campaign development with relevant stakeholders;
- Identify innovative areas of actions and support young people and their platforms to facilitate the innovations;
- Support in the preparation and dissemination of SPA II promotional materials to mainstream, social media and development partners;
- Provide technical assistance to media partners and partner organisations in planning and designing campaigns; and
- Manage social media activities and campaigns of Young People team and showcase AAB youth led intervention on various social media handle.

Knowledge Management

- Document all the project related documents;
- Develop communications and knowledge products according to project's requirement;
- Ensure case story collection and compilation, showcasing and learning sharing across the partners and team;
- Support and engage in capturing outcomes according to the project objectives; and
- Compile and finalise report according to the template.

Relationships

S/he will report to Lead – Young People of ActionAid Bangladesh. S/he is expected to maintain functional relationship with his/her peers in team, priority, project management team. S/he must be able to communicate with other teams and units, both programme and function of AAB. S/he is expected to maintain relationship with relevant Government, Non-government agencies, funding affiliates and others.

Required Educational Qualification and Experiences

Education

- Postgraduate degree in relevant subject such as in International Relations/Public Administration/Development Studies/Women and Gender Studies/Media and Journalism.
- Preferable – Knowledge on the issues relating to media and communications, gender justice, youth development and innovation, entrepreneurship and leadership. Incumbent 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

Experience and Technical Skills

- At least 2-3 Years of working experience in the relevant development field in international or leading national organisations.
- Candidate should have an extensive experience in communication strategies and techniques;
- Excellent verbal and written communication skill, both in English and Bengali;
- Competencies in operating MS Office, outlook and other necessary application;
- Technical capacity to analyse and review policies at the national and international level;
- Skills to influence networks and mobilizing campaigns at the national and international level;
- Extensive understanding of gender and climate related actions and relevant stakeholders involved
- Knowledge generations for leadership development and gender justice

- Understanding on and application of HRBA approach in programme development and implementation.

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 accordingly. 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 **27 April 2024**.
- Please [Click Here](#) 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.