

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:

Associate Officer - Communication

Unit : Communication
Location of posting : Cox's Bazar
Types of contract : Contractual
Duration : Up to 31 December 2024 (Have possibility of further extension)
Number of position : 01 (One)
Salary and benefits : Monthly Gross Salary with other admissible benefits such as mobile & internet allowance, medical benefit, group life insurance etc

Job Summary

The incumbent will report to the Manager – Communications. Responsibilities include developing communication and branding materials, organising events, media engagement, managing social media and the website, and ensuring documentation aligns with ActionAid's guidelines. The role also involves supporting internal and external communications, especially during humanitarian emergencies.

Key responsibilities include (not limited to)

Content Development, Social Media and Website Management:

- Create a variety of content, both written and audio-visual, ensuring it is high-quality, relevant, and engaging for internal and external audiences across social media and the website. This includes case studies/stories, blog posts, social media captions, static/illustrative content, documentaries, and other AV production.
- Develop a communication plan for the RRP programme.
- Coordinate with RRP's communication focal persons and senior leaders to deliver and disseminate communication content, materials, and information.
- Support the development and implementation of IEC materials for the Rohingya Response Programme.
- Prepare, collect, and edit emergency communication materials, such as reports, capacity statements, and articles.
- Plan and review internal and external communications content for promotion on various platforms.
- Ensure a strong representation of RRP's content across all ActionAid Bangladesh channels

Documentation, and Resource Archiving:

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

<https://actionaidbd.org/>

Find us also in [Facebook](#) and [Twitter](#) for regular updates!

Humanitarian Emergency, Capacity Building and Reporting:

- Collaborate with the national EFAST team for any emergency support.
- Develop situation reports and other communication materials.
- Assess and support the communication, branding, and capacity-building needs of programmes and projects.
- Assist with donor communications.
- Promote AAB's humanitarian response through stories, media reports, photos, and videos across various channels.
- Build the capacity of RRP project focal points and partners in branding, storytelling, and effective communication.

Media Engagement:

- 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, identifying risks and opportunities. Organise media events for the organisation.
- Generate media content. (Press Kit, press invitation, press release, and 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.
- Develop and support RRP projects to organise events with effective planning, and partner engagement.

Relationships

The person holds this position will be reportable to the Manager - Communication.

Required Educational Qualification and Experiences

Education

- A graduate degree, preferably in Mass Communication and Journalism, Social Sciences, Development Studies, or Business Administration with a focus on communication, or an equivalent field. Training in photography and videography is an added advantage.

Experience

- At least 1-2 years' sound experience in communication field

Technical Skills

- Excellent facilitation along with training facilitation and inter-personal skills
- Familiar with humanitarian programming.
- Computer skills on MS word, Excel, PowerPoint Develop short and long-term program strategies and budget under the priority.

Application instructions

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

- Last date of application is **Saturday, 02 November 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