

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:

Fellow – Communication (Rohingya Response Programme)

Unit	:	Communication
Location of Posting	:	Cox's Bazar
No. of Position	:	01
Duration of Contract	:	Fixed-term contract up to 30 November 2026 (if not extended)
Honorarium/Payment	:	Monthly BDT. 30,000 with other benefits such as group life insurance only

Background/Job Summary

The Fellow will provide hands-on support to the Communication team for the Rohingya Response Programme in Cox's Bazar. The role focuses on producing high-quality visual content, including design, photography, and videography, and assisting with day-to-day communication and administrative tasks.

Key responsibilities include (not limited to)

Design Support for IEC and Communication Materials (40% of Time)

- Develop banners, posters, leaflets, stickers, and other IEC materials requested by project teams.
- Ensure all designs follow ActionAid Bangladesh's branding and communication standards.
- Prepare social media static content for key international observance days and project campaigns.

Photography and Videography (40% of Time)

- Capture photographs and video footage documenting project activities across Rohingya camps and host communities.
- Produce visual content that reflects programme outcomes, field realities, and event highlights.

Administrative and Coordination Support (20% of Time)

- Assist Communication staff in organising meetings, workshops, and field documentation activities.
- Support financial and administrative processes, including filing, logistics, and bill processing.

Relationships

The Fellow will report to the Senior Officer - Communications (Rohingya Response)

Required Educational Qualification and Experience

- Bachelor's degree from a recognised university in Marketing, Communication, Mass Communication, International Relations, Development Studies, or a closely related discipline.

<https://actionaidbd.org/>

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- Minimum one year of relevant experience in communication, design, media, or development sector engagement.

Technical Skills

- Strong skills in photography and videography.
- Proficiency in Adobe Photoshop, Illustrator, InDesign, and Lightroom.
- Competence in Microsoft Word, Excel, and PowerPoint.
- Ability to communicate clearly and work effectively in a fast-paced humanitarian environment.

Application instructions

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

- The last date of application is **18 December 2025**. Due to emergency, recruitment may be on rolling.
The interested candidates are requested to apply early before deadline
- 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