

Educo Bangladesh is Looking for a ‘Assistant Officer – Communications’



Educo is a global development and humanitarian NGO based in Barcelona, Spain with about 30-year experience working in 14 countries. We work with and for children and their communities to promote just and equitable society that can secure their rights and wellbeing. We envision a world where all children fully enjoy their rights and lead a life with dignity. We are a member of ChildFund Alliance, one of the largest global networks of child-focused development organizations working to create opportunities for children and youth, their families and communities.

Since 1999, we have been implementing development programmes in Bangladesh in the marginalized urban and rural areas and with time we expanded our works to broader geographical areas. Currently, we are working in 10 districts of the country. Currently Educo Bangladesh has 6 external funded and 9 internal funded projects.

Currently, we are looking for an ‘Assistant Officer – Communications’ who will work as a Communication ambassador in building a positive reputation for Educo, effective communication with its target audience in Humanitarian Projects at Cox’s Bazar area.

Name of Position	Assistant Officer – Communications
Number of Vacancy	01
Job Location	Educo Cox’s Bazar Office
Report to	Head of Humanitarian Projects, Cox’s Bazar
Contract Duration	Up to December 31, 2022; with high possibility of extension based on satisfactory performance, projects requirement and availability of fund.
Working Conditions	The position is based at Cox’s Bazar with frequently field visit at project working areas and occasionally required to visit Country Office.

Purpose	Engagement	Delivery
----------------	-------------------	-----------------

Title	Assistant Officer – Communications
Purpose	<ul style="list-style-type: none"> Assistant Officer – Communications will support the Communications Team to help build a positive reputation for Educo, communicating effectively with its target audience S/he will assist the Head of Humanitarian Projects, Cox’s Bazar to manage internal and external communications S/he will provide digital, editorial, creative and operational support across Educo’s work

Engagement	<ul style="list-style-type: none"> ▪ Support the Head of Humanitarian Projects, Cox’s Bazar for carrying out regular tasks related to community engagement, communications, media and events management ▪ Maintain liaison with the Communications Team and follow their guidance in consultation with Head of Humanitarian Projects, Cox’s Bazar ▪ Assist in carrying out promotional and digital campaigns while also ensuring effective internal and external communications ▪ Facilitating necessary media coverage and receiving and managing press enquiries ▪ Work in coordination with the Communications Team, with project personnel, partners, and stakeholders to document the ongoing process and outcomes of projects ▪ Collaborate with different departments and teams for supporting in managing and organizing different events relevant to advocacy, communications and outreach ▪ Work with printing and media houses for producing, finalizing, and publishing different IEC and visual communication materials
Delivery	<ul style="list-style-type: none"> ▪ Enhanced visibility of Educo Bangladesh ▪ Awareness of Educo's activities among the people of Bangladesh ▪ Writing necessary case studies with quality photographs, press releases for local and national media ▪ Assist different teams to prepare donors reports with communications materials

Job Summary:

The ‘Assistant Officer – Communications’ under the direct supervision of ‘Head of Humanitarian Projects, Cox’s Bazar’, will manage all types of internal and external communications at Humanitarian Projects based at Cox’s Bazar. This position will also support the Communications Team to help build a positive reputation for Educo, communicating effectively with its target audience.

Responsibilities			
Sl.	Key Areas of Accountability	Essential Tasks	%
01.	Follow up the Communication and Compliance	<ul style="list-style-type: none"> ▪ Collate and analyze current communications and messages and ensuring consistency. ▪ Communicate Educo branding to relevant stakeholders. ▪ Coordinate with different department and follow up reporting compliances (pictures, presentations, graphs, case studies, quotes, font, color, logo etc.) ▪ Maintain liaison with the Communications Team and follow their guidance, and support in carrying out promotional and digital campaigns. ▪ Work in coordination with the Communications Team, with project personnel, partners and stakeholders, to assist in communicating and promoting the ongoing process and outcomes of projects, through appropriate channels. 	30%
02.	Networking with the External Organization and Alliances	<ul style="list-style-type: none"> ▪ Supporting in writing necessary prepare periodic issues-based report, case studies, press releases. ▪ Monitor website, social media pages and recommend improvements impacting usability, engagement, and visibility. 	30%

03.	Developing Communication Tools and Materials	<ul style="list-style-type: none"> ▪ Provide support in developing project related Communication materials. ▪ Take Photos, make Video documentary on different related matters. ▪ Work with printing and media houses for producing, finalizing and publishing different IEC and visual communication material. ▪ Assist different teams to prepare donors report and maintain relation with different organization and alliances. 	30%
04.	Documentation	<ul style="list-style-type: none"> ▪ Archive different documents. ▪ Archive the photographs and other materials of program/project/event 	10%

Perform any other responsibilities defined by organization/management as and when required.

Core Values:

Social Commitment
Equity
Respect

Core Principles:

Participation
Non-Discrimination
Transparency
Dynamic Spirit

Education:

Master's in Mass Communications and Journalism/Communications, English or any other relevant subject.

Experience and Requirements:

- ✓ **Minimum 2 years** of experience in working with national or international NGO in similar position.
- ✓ Working experience in Rohingya response will add an advantage
- ✓ Having work experience on Child protection, Education, Gender and Youth and Community Engagement, Communication, ECD etc. related projects
- ✓ Ability to follow procedures, meet deadlines, and work cooperatively with team members
- ✓ Be patient and have team building attitude by being respectful to others
- ✓ Have skill to prioritize tasks under pressure and to understand the situation
- ✓ Capacity to deliver job timely and balance work-life
- ✓ Resourcefulness, initiative, and maturity of judgment
- ✓ Positive attitude, sensible and good understanding of gender
- ✓ Excellent Leadership Skills, Proactive and Empathetic
- ✓ Excellent interpersonal, analytical and problem solving capacity

Language:

- Position requires both English at Intermediate level and Bangla at Advanced level. Excellent communication skills, both verbally and in written.

Knowledge and Skills:

- Advanced knowledge on Photography & Documentation
- Advanced knowledge on Communications Tools and Materials
- Good knowledge on MS word, MS Excel, Power point, Bijay Typing and other applicationsetc.

- Advanced knowledge on Country's policies and laws essential for the organizational activities, Act right to information, Foreign Donation related act of Bangladesh
- Intermediate knowledge on local language of Cox's Bazar
- Knowledge on Child rights and protection
- Knowledge on community participation

Salary and Benefits:

Monthly Consolidated Salary is **BDT. 44,481 (Taka Forty-Four Thousand Four Hundred and Eighty-One only)**. This position will be entitled for Mobile Allowance and Insurance benefits as per Educo HR Policy. No other benefits will be applicable.

Our Accountability:

For Educo, accountability means fulfilling our responsibility to listen and respond to the opinions and needs of our stakeholders in the decisions we make and the activities we undertake, with the aim of increasing our impact and ensuring the responsible use of resources.

Child Safeguarding:

Educo is committed to prevent violence and maltreatment to children by fostering a safeguarding culture in which interactions with children promote their dignity and favor their comprehensive development and wellbeing in a safe and protective environment. Educo will ensure to "do no harm" to children and to be a child safe organization.

INSTRUCTIONS TO APPLY

- 1) Two non-relative referees must be mentioned in CV; **one must be your latest supervisor**
- 2) **Recent Formal Photograph (Passport Size)** must be included in CV
- 3) Please go through the job contents carefully before applying. If not match, don't apply please.

Interested candidates only who meet the requirements are requested to apply through below link

Application Deadline: June 11, 2022 (Saturday)

WOMEN ARE HIGHLY ENCOURAGED TO APPLY

[Apply Now](#)

Declaration

N.B. As a Child-Centred Organization, Educo is committed to Child protection, and has developed a Child Safeguarding Policy, together with a Code of Conduct. All employment is conditional upon the successful completion of all applicable background checks. Before induction, any new staff should read and sign Educo's Code of Conduct.

Note:

- 1) Educo determines to ensure equal opportunity to everyone, irrespective to race, ethnicity, location, color, gender, class, and religion.

- 2) Educo has ZERO TOLERANCE towards harassment, abuse and discrimination. Educo employees are expected to abide by the **Code of Conduct, PPSEAH (Policy on Protection Against Sexual Exploitation, Abuse and Harassment), Child Safeguarding Policy, Anti-fraud and Corruption Policy** and **Staff Management Rules** of Educo.
- 3) Any persuasion during recruitment process will result in disqualification of candidature.
- 4) Internal and external applicants shall be treated equally in the entire selection process.
- 5) **Educo never charges any FEE/COST/DONATION at any stages of recruitment and selection process. There is no cost involved with applying for any position. Any solicitation of job application/selection costs should be regarded as fraudulent.**