

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

Deputy Manager – Communications (Content Developer)

Location of posting	:	Dhaka (with community visit)
Type of contract	:	Regular Contract
Number of positions	:	1 (One)
Salary and other benefits	:	A competitive salary package will be offered to the deserving candidate with other admissible benefits such as festival bonus, provident fund, gratuity, medical benefit, group life insurance, etc., as per HROD Policy.

Job Summary:

ActionAid Bangladesh is looking for a full-time Deputy Manager – Communications (Content Developer) to join the Communications team based in Dhaka. The Deputy Manager will commission, curate, produce, and edit stories across social media with the intent to highlight the initiatives and achievements of ActionAid Bangladesh, capturing the impact on communities, campaigns, and policy reform (s).

Key responsibilities include (not limited to):

S/he will be responsible for and creating content that ‘catches the most eyeballs’-

- Will be able to profile ActionAid programmes, campaigns, and mobilisation initiatives at local, national, and international levels using the web and all social platforms.
- Will ensure a continuous flow of relevant content by creating and supporting teams to create such content.
- Work together with the team across the organisation to generate content and maintain a balance between the content, creative parts, and its authenticity.
- Develop ideas, content, and strategies to reach diverse audiences.
- Ensure all the contents that will go out to external audiences with prior consultation with the CD.
- Prepare daily content for web and blog(s) every fortnight.
- Will be responsible for proofreading, editing and maintaining AAB branding.
- Any other content related assignment agreed with CD and Senior management team
- Create content with key messages and impact stories and easily understand the content that engages users.
- Source, report, and write communication materials with a focus on the branding of AAB.
- Work to align and produce high-quality audiovisual materials.
- Will be responsible for website development.

Relationships

The person holding this position will be directly reportable to the Manager - Communications of ActionAid Bangladesh. S/he will closely work with the Country Director to develop content. S/he will maintain a functional relationship with her/his peers and other cross-functional teams, which includes but is not limited to programme team, project teams, resource mobilisation team, and other functional priorities. The incumbent will closely work with the ActionAid International Communication team.

Required Educational Qualification, Experiences, and Competencies

Education

Masters Degree or equivalent in the relevant subject, preferably journalism and mass communication.

Experience

- 4+ years progressive experience in communications, media, or related field
- Significant and proven experience of working as a content developer, copywriter, or graphic designer in a fast-paced working environment.
- Strong understanding of the digital platform and social media
- Demonstrated ability to manage multiple projects and deadlines simultaneously
- Excellent analytical skills, creative writing, editing, and proofreading skills
- Ability to manage a diverse team
- Demonstrated ability to prepare and manage the budget for social platform and website
- Excellent communication skills, both written and verbal to be able to express ideas clearly and communicate them to multiple audiences internally and externally.

Application instructions

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

- The last date of application is **10 December, 2022.**
- 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.

N.B: There is no cost involved with applying for positions at ActionAid Bangladesh. Any solicitation of funds/money from a job applicant should be regarded as fraudulent.

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