

ADAB
(Association of Development Agencies in Bangladesh)

Organization Description:

ADAB (Association of Development Agencies in Bangladesh) is the leading and largest coordinating body of Non-Government Organizations (NGOs) working in Bangladesh. Being the representative of the Non-Government Organizations, ADAB participates in the advocacy and campaign for policy & legislation in the interest of NGOs and Civil Society. Since foundation in 1974, its contribution in NGO sector is well recognized among GO-NGOs locally and globally. It had responded to different issues in different times as per demands of the development sector. It plays an effective role to convey the voice of Member Organization to the Government and other concerned as well as disseminate information vice versa. ADAB usually operates its activities through the District committee.

Job Title: Communication Officer

Place of Work: Bangladesh (All over the Country)

Vacancies: 01 (One)

Job Nature: Full time

INTRODUCTION

The position offered, will be a part of the team of ADAB ongoing project “Strengthening the Role of NGOs and Civil Society Organizations for People Centered and Sustainable Development, Continuation” supported by Bread for the World Germany. It’s a three years project started since January 2022.

JOB PURPOSE

The Communication Officer will work under ADAB management with the main tasks to support ICT related activities of ADAB. S/he is expected to work closely with the project management team, Member Organizations, Govt. officials and other stakeholders in relation to uphold the voice for establishing a just, democratic and gender sensitized secular society. The Communication officer is responsible for regular mailing operation, creating communications content, write press releases to develop blog content and create social media posts, tracking campaign analytics and maintaining digital media archives.

More precisely, the Communication officer will:

- Communicating with Member Organization and other stakeholders through Email, Phone or other on-line media.
- Provide necessary information to management/member organization/stakeholder
- Preparing of Press Release and disseminate to different print and electronic media
- News media monitoring and store necessary information
- Edit/Updating the organization website with new article/content,
- Preparing of Leaflet, Banner, Festoon, Flayer, Card, Diary, Annual Report etc. for both Printing and digital media
- Maintaining the organization social media and publish the update contents of different events (Facebook wall, Facebook page, YouTube channel etc.)
- Designing of different online based survey form and collect survey data using online tools,
- Computer maintenance, diagnose and solving of computer hardware and network connectivity problems

- Installing & configure of Windows, Office package, Antivirus and others necessary software to Desktop and Laptop computer
- Maintain the LAN/Computer network and internet connectivity as well as problem solving of any computer network issues
- Installing and configure of Local/Network Printer, Scanner, different network devices like Wi-Fi Router, Network switch etc.
- Keeping Backup, the data of different users' computer to an external device in a regular basis and restore the backup data when needed
- Provide IT support to the organizations staff for smooth operation
- Participate actively in program planning process and budgeting of the program quality and fundraising unit;
- Support project team in developing the Quarterly, six monthly and annual organizational reports.
- Support project team in dealing with any other tasks as may be required;

Required Qualification and Experience:

- Graduation in Computer Science and Engineering or equivalent degree
- Have proven experience in the field of ICT,
- Ability to work in multidisciplinary teams.
- Ability to use initiative, prioritize, multi-task, and work well under pressure to meet deadlines.

Additional Job Requirements:

- Minimum 05 years working experience in the relevant field with reputed NGO or institution,
- Age not more than 40 years (Considerable for the deserving candidate)
- Good writing skill in Bengali & English

Salary: Tk. 50,000-60,000

Job Location: Dhaka (ADAB Central Office)

Apply Instruction:

Interested candidates are requested to send their CV with a photograph and a cover letter to the **Director, ADAB, House No.1/E (1st Floor), North Adabor, Adabor, Dhaka, 1207** or by e-mail: adabhr@gmail.com.

Smokers do not need to apply.

Only short-listed candidates will be called for interviews.

Application Deadline: 27 October 2022 (COB).