



Organization	<b>Islamic Relief Bangladesh</b>
Address	Bangladesh Country Office: House # 10, Road # 10, Block-K, Baridhara, Dhaka-1212, <a href="http://islamicrelief.org.bd">islamicrelief.org.bd</a>
Vacancy Title	<b>Programme Assistant (Communication)</b>
Number of Vacancies	1
Project Name:	Inclusive Humanitarian Support to Reduce Food Insecurity of Disaster-Affected Communities in Bangladesh <b>(IHSAN-II)</b>
Programme Name:	Humanitarian & Resilience
Working Place	Baridhara, Dhaka
Nature of Role, Nationality	Project Staff, Bangladeshi National.
Employment Status	Full time
Contract Duration	Initially for six months, upon review & Satisfaction, it will be extended.
Monthly Salary	27,381 BDT
Benefits & Allowances	Mobile bill, Tour allowance/Per-diem, Provident fund, Weekly 2 holidays, Insurance coverage (IPD, OPD, Life, DB, CIB), Festival Bonus, Long Service Awards, Leave (Annual, Casual, Sick, TOIL/CTO, Maternity, Paternity) and Gratuity, etc.
Age Limit	Maximum (At Most) 55 years (As per National ID Card/Birth Certificates)

#### **Organization History:**

Islamic Relief Worldwide (IRW) - founded in 1984 and based in Birmingham, UK - is an independent humanitarian and development organization. It supports the world's most vulnerable people in their fight against poverty & suffering regardless of race, political affiliation, gender, or belief, and without expecting anything in return. It is a signatory to the Code of Conduct for the International Red Cross and Red Crescent Movement.

IRW has a presence in 45 countries across the globe. Some funds of the organization come from individual donations and others from institutional donors such as the DFID, EU, SIDA, CIDA/IDRF, Forum Syd, WFP, UNDP, and ECHO.

Islamic Relief(IR) started working in Bangladesh in 1991 to help the distressed survivors of the devastating cyclone by providing emergency relief and supporting communities to rebuild in the wake of that cyclone. Initially, it focused on emergency relief & disaster preparedness activities. Later on, it expanded its programs on both humanitarian and development challenges. Now it works in an integrated manner combining emergency humanitarian assistance, short-term work opportunities, shelter support, awareness & training on different DRR, climate change, development, health & hygiene and social issues, cash grants, IGA means, health & nutrition, safe water & sanitation, education, advocacy and linkage with different service providers. As a registered charity, IR is open and transparent; it continually assesses its work and operational methods to improve impact and effectiveness. Islamic Relief values and commitment to safeguarding: IRB is committed to preventing any type of unwanted behavior at work including sexual harassment, exploitation, abuse, lack of integrity, and financial misconduct; and committed to promoting the welfare of children, young people, adults, and beneficiaries with whom IRB engages. IRB expects all staff and volunteers to share this commitment through our code of conduct. We place a high priority on ensuring that only those who share and demonstrate our values are recruited to work for us. All offers of employment will be subject to satisfactory references and appropriate screening checks, which can include criminal records checks. IRW also participates in the Inter-Agency Misconduct Disclosure Scheme.

In line with this Scheme, we will request information from job applicants' previous employers about any findings of sexual exploitation, sexual abuse, and/or sexual harassment during employment, or incidents under investigation when the applicant left employment.



### Job Context:

Islamic Relief Bangladesh (IRB) is leading a project in Kurigram, Sunamganj, and Cox's Bazar districts, focusing on supporting vulnerable communities through Multi-Purpose Cash Grants (MPCG), Cash for Work (CfW) for agricultural repairs, and WASH facility installations. The project also includes reactivating Union Women and Children Repression Prevention Committees and forming Community-Based Protection Committees to enhance community resilience. IRB collaborates closely with local government bodies, disaster management committees, and key humanitarian clusters to ensure that interventions are relevant, culturally appropriate, and aligned with local priorities. The project aims to empower communities, optimize resources, and achieve sustainable impact while fostering strong partnerships with local stakeholders.

### Duties & Responsibilities:

Objective	Activities	Weightage
Project/Programme Implementation and Produce quality photographs and videography for Islamic Relief Bangladesh	<ul style="list-style-type: none"> <li>Capture high-quality photos and videos of assigned projects, documenting various phases and activities in the designated field locations.</li> <li>Ability to frame shots and compose photos/videos that are visually engaging and align with the organization's message and branding.</li> <li>Capable of adding video subtitles into a Word document, including timestamps.</li> <li>Expertise in using professional cameras, video equipment, and editing software (e.g., Adobe Illustrator, Premiere Pro, Lightroom, Photoshop).</li> <li>Proficiency in editing photos and videos to enhance quality, add branding elements, and ensure professional output.</li> <li>Ability to convey compelling stories through visuals, ensuring that photos and videos clearly represent the project's impact and purpose</li> <li>Understanding of copyright laws, privacy issues, and ethical considerations when capturing and sharing media.</li> <li>Maintain digital media archives, including photos and videos.</li> <li>Provide administrative and operational support to the programme department for the implementation of project activities</li> <li>Support in projects and departmental financial resources management, human Resources Management, efficient procurement, and logistical services as assigned.</li> <li>Facilitate the elaboration of projects related to Terms of Reference, Notes for Record, and other necessities.</li> <li>Participate in team meetings and other events where necessary and take notes to prepare draft meeting minutes.</li> <li>Preserving and maintaining up-to-date files of the projects and programme department as well</li> <li>Support in organizing events (meetings, training) by ensuring logistics.</li> <li>Support to ensure the travel arrangements, including preparing TAF, PR, Cash Advance, and so on for the programme team.</li> <li>Preserve files of the individual beneficiaries and other necessary documents timely manner at the programme level</li> <li>Update relevant filing and documentation from time to time regularly.</li> <li>Take approval of Purchase Requisition, Money Requisition, TAF, KYC, Beneficiaries list, and other relevant.</li> <li>Prepare Material requisitions and process taking approval for the project and program.</li> <li>Support in sending different documents and materials through courier to field offices.</li> <li>Keep tracking KYC and make an Excel sheet for that.</li> <li>Keep track of various training of HP&amp;R</li> <li>Keep tracking of visitors to HP&amp;R</li> <li>Managing and keeping track of meetings of HP&amp;R;</li> </ul>	65%

	<ul style="list-style-type: none"> <li>• Compile projects and program's related information/data from field offices and keep all the file/document records proactively.</li> <li>• Support the timely preparation and submission of progress, reports, project reviews, and any other required project reports.</li> <li>• Support preparing monthly program reports</li> <li>• Collect significant case studies with associated photographs from field offices and prepare lesson-learning documents.</li> <li>• Oversee the Program progress by visiting the field-level activities.</li> </ul>	
Develop media and communication materials for Islamic Relief Bangladesh	<ul style="list-style-type: none"> <li>• Create innovative, high-quality designs and produce a variety of publication materials, including newsletters, brochures, fact sheets, stories, information packs, banners, billboards, posters, leaflets, and signboards based on EEGP projects, ensuring timely distribution to all stakeholders.</li> <li>• Develop and disseminate content for social media kits.</li> <li>• Write new web content for the Islamic Relief Bangladesh website.</li> <li>• Maintain an active and engaging presence on Facebook, Twitter, YouTube, and LinkedIn, while generating creative ideas to expand reach and engage a broader audience through effective use of social media.</li> <li>• Ensure brand visibility of Islamic Relief Bangladesh by incorporating the organizational logo into all publications and visibility materials.</li> <li>• Ability to conceptualize, design, and implement major information campaigns</li> <li>• Build a strong rapport with the media to showcase IR activities and maintain an updated media database.</li> <li>• Showcase the ability to use photos, videos, and text to inform and engage both local and international audiences.</li> </ul>	20%
Play a key role in raising awareness and securing support for Islamic Relief Bangladesh	<ul style="list-style-type: none"> <li>• Build and maintain excellent relationships with relevant journalists and broadcasters in the country.</li> <li>• Support advocacy work and the campaigns of Islamic Relief.</li> <li>• Effectively liaise/network with a group of core media personnel and journalists with the objective of developing and encouraging partnerships between the country office and media houses for media and advocacy support.</li> <li>• Support Islamic Relief to establish purposeful relationships and liaisons with government institutions, research organizations, academicians, like-minded organizations, and other NGOs, to develop potential advocacy coalitions and represent Islamic Relief Bangladesh in different campaigns and forums as and when required.</li> <li>• Identify advocacy and communications focal persons within the organization and PNGOs and regularly share all communications and advocacy-related interventions with them.</li> </ul>	10%
Others	<ul style="list-style-type: none"> <li>• Participate &amp; involve with seasonal programs (Ramadan, Qurbani, Winterization, etc.) activities.</li> <li>• Willing and able to travel frequently for extended periods and to remote areas of the projects.</li> <li>• Ensure the safety of team members from any harm, abuse, neglect, harassment, exploitation, Fraud, Bribery &amp; Money Laundering to achieve the program's goals of safeguarding implementation and as well as Act as a key source of support, guidance, and expertise on the safeguarding of harm, abuse, neglect, harassment, and exploitation, Fraud, Bribery &amp; Money Laundering for establishing a safe working environment</li> <li>• Being a member of Islamic Relief as a child-friendly organization, it is the core responsibility and obligation of each staff member to understand and obey the IR Child Protection &amp; PSEA Policy and respond accordingly as and when required.</li> </ul>	5%

	<ul style="list-style-type: none"> <li>Responsible for performing additional tasks and visit to projects as per duties assigned by Supervisor/management.</li> <li>Perform any other duties assigned by Supervisor</li> </ul>	
	Total	100%

## PERSON SPECIFICATION

<b>Academic Qualification:</b>		
<b>Degree Name</b>	<b>Subject</b>	
Bachelor's	Mass Communication and Journalism, International Relations, Development Studies, Environmental Science, Geography & Environment, English, Peace & Conflict Studies, Women & Gender Studies, Sociology, or any other relevant discipline.	
Sectoral Experiences	<b>Minimum Years</b>	Minimum 2 years
	Sector	<ul style="list-style-type: none"> <li>Experience in working with</li> <li>Communication, Media Relations, Advocacy, Designing, and Audio-visual Documentation</li> </ul>
<b>Competency Framework (Skill)</b>		
<b>Competency Name</b>	<b>Essential</b>	<b>Desirable</b>
<b>General:</b>		
Facilitation Skill	√	
Coordination/Advocacy/Networking/Communication Skills	√	
Reporting & Documentation	√	
Monitoring & Evaluation Skill	√	
Basic Photographic Skills	√	
Financial management	√	
Decision making	√	
Conflict resolution	√	
Leadership	√	
Self-development	√	
Problem-solving	√	
Planning, analytical and organizational skills	√	
Strategic Management	√	
Ability to work under pressure and manage workload effectively	√	
Supportive, effective, and good team player	√	
Staff Management	√	
Willing to adapt to IRW's norms and values	√	
<b>IT Skill:</b> Working knowledge/Proven Expertise of Microsoft Word/Excel/Power Point/Adobe Photoshop/Illustrator/Basic Internet/Statistical Software/Database Management/ Basic Hardware & Software Installation/Troubleshooting etc.	Proven expertise and knowledge of Microsoft Word, Excel and Power Point, Adobe Illustrator etc.; Proficient in Microsoft office, content management systems and social media platforms	
<b>Language:</b> Excellent/Working knowledge-Reading/Writing/Speaking/Listening-English/Bengali	Excellent speaking, listening, reading and writing skills both in English and Bengali	
<b>Physical:</b> No serious illness	√	
<b>Prerequisites:</b>		√



Have a valid driving license for motor bike and willing to travel and work in the most remote areas of Bangladesh		
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**Apply Instruction:**

If you believe your qualifications, exposure, and experience match our requirements, and you are dedicated to upholding the values and principles of Islamic Relief, please apply through BDJobs website. Only shortlisted candidates will be contacted for further selection. This is a re-advertisement. The person who applied before is not allowed to express his/her interest or apply.

**EQUAL OPPORTUNITIES:**

Islamic Relief Bangladesh considers diversity in the workplace and is a committed equal opportunity employer. We encourage applications from all suitable candidates **regardless of race, family/ marital status, ethnicity, disability, class, caste, or religion.**