



Vacancy Title	Intern (External Relations and Communications)		
Number of Vacancies	3		
Working Place	District Name	Name of City/PS/Upazilla	Name of Area/Union/Ward
	Dhaka, Kurigram, Sylhet	Baridhara, Kurigram Sadar and Companiganj	

Main Job Responsibilities:

Objective	Activities	Working & Time Ratio (%)
Support the ERC team with their daily tasks	<ul style="list-style-type: none"> • Provide support in publishing communication materials. • Coordinating with diverse stakeholders as directed by the ERC Manager • Assisting social media management • Creating materials for presentation • Assisting in the management of the official website • Support the ERC team in generating good quality media content, including photos, videos, and field case stories. • Support the ERC team in drafting news, press releases, and reports • Assist in translating contents • Assist with design works • Create and formulate new contents based on guidance from the ERC Manager • Capturing photographs as needed • Participate in meetings, seminars and webinars organized by IRB and other organizations when required • Data collection, data analysis • Support Project implementation • Frequent field visit assigned by project manager and ERC team, Dhaka • Any other tasks delegated by Project Manager (Kurigram Sadar and Companiganj, Sylhet) 	75%
Advocacy, Networking and Communication	<ul style="list-style-type: none"> • Establish connections with Ministries and other Government Institutes as directed by the ERC Manager • Build networks with NGOs and INGOs as advised by ERC Manager • Establish ties with local media houses including newspapers and Television channels • Visit NGOAB when necessary 	20%
Others	<ul style="list-style-type: none"> • Participate & involved with seasonal programs (Ramadan, Qurbani, Winterization etc.) activities. • Support in the procurement of materials like requisition, follow-up etc. • Facilitate donor/external visits and ensure that recommendations of visitors are addressed. • Ensure the safety of team members from any harm, abuse, neglect, harassment, exploitation, Fraud, Bribery or 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 & Money Laundering for establishing a safe working environment • 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 & PSEA Policy and respond accordingly as and when required. • Willing and able to travel frequently for extended periods and to remote areas of the projects. 	5%



	<ul style="list-style-type: none"> Perform any other duties assigned by the Supervisor. 	
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Person Specification:

Academic Qualification:		
Degree Name	Subject	
Bachelor	Mass Communication & Journalism, Development Studies, Sociology, , Disaster Management, Environmental Science, Geography & Environment, English, International Relations	
Sectoral Experiences	Minimum Years	Fresh; 06 Months to 1 year
	Sector	Experience in working with: Proficiency in illustration, strong communication skills (including writing), media literacy, familiarity with photography, and graphic design capabilities
Competency Framework (Skill)		
Competency Name	Essential	Desirable
General:		
Project Implementation Skill.		√
Social Mobilization Skill		√
Facilitation Skill	√	
Coordination/Advocacy/Networking/Communication Skill	√	
Reporting & Documentation	√	
Monitoring & Evaluation Skill	√	
Basic Photographic Skill	√	
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	√	
IT Skill: Working knowledge of Microsoft Word/ Excel/PowerPoint/ Basic Internet/ etc.	Proficiency in Microsoft Word, Excel, PowerPoint, Adobe Photoshop, Illustrator, basic internet usage, statistical software, and database management.	√
Language: Excellent/Working knowledge- Reading/Writing/Speaking/Listening-English/Bengali	Proficiency in reading, writing, speaking, and listening in both English and Bengali	√
Physical: No serious illness	√	
Prerequisites: Have a valid driving license for motor bike and willing to travel and work in the most remote areas of Bangladesh		√

APPLY INSTRUCTION:

If you feel that your qualifications, exposure, and experience match our requirements, and you are willing to commit to our values and are sympathetic to our beliefs then please download the Application Form from our official website



(islamicrelief.org.bd) and send the filled form to **recruits@islamicrelief-bd.org** on or before the closing date. Please mention only the "Position Name" as the subject of the e-mail. **Only** shortlisted candidates will be contacted for a selection Test.

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 gender, race, family or marital status, ethnicity, disability, class, caste, or religion.**