



Vacancy Title	Media, Communication & Advocacy Officer		
Number of Vacancy	1		
Programme Name	Humanitarian Crisis Response		
Working Place	District Name	Name of City/PS/Upazilla	Name of Area/Union/Ward
	Cox's Bazar	Cox's Bazar	N/A

Main Job Responsibilities:

Objective	Activities	Working & Time Ratio (%)
Ensures comprehensive and effective communication, coordination and advocacy with different stakeholders	<ul style="list-style-type: none"> Supporting specific research and content development analysis Track policy developments relevant to the humanitarian crisis response Sector, particularly in the FDMN context. Collaborate with the program team to support the design of advocacy strategies and FDMN engagement plans. Develop communications and advocacy tools showcasing the IRB's contributions. Arranging workshops, seminars and dialogue with the stakeholders and work to enhance the capacity of HCRP staff to play effective advocacy roles at the local level. Prepare situational analyses and strategic reviews to inform HCRP and IRCO management for initiating necessary engagement and opportunities. Develop weekly plans to research, identify and produce image narratives on cultural and human-interest stories about Rohingya identity, heritage, memory and culture. Collect, edit and finalise media content for the newsletter. Record and edit all relevant image materials produced for the reporting and online platform including social media and the website. Engage actively in workshops with Rohingya individuals and key community members to define how their identity and cultural stories should be portrayed. Engage actively with still photography and visual documentation Engage actively in developing IEC materials posters, banners, and leaflets for creating awareness on various topics as may be requested from time to time. Cover official celebrations of events, international days, and donor visits, also support PSU and COMs as may be requested. Support programme in policy research and disseminating information to the stakeholders, Participate actively in the program planning process and budgeting of the program quality and programme development unit; Support the project team in developing the Quarterly, six monthly and annual organizational reports. Support the project team in dealing with any other tasks as may be required; Represent HCRP in the appropriate technical working group, cluster meetings program, and other various forum. 	40%
Ensure quality and effective engagement with the government and all other relevant partners for the implementation of the programme.	<ul style="list-style-type: none"> Work closely with the Refugee Relief and Repatriation Commission (RRRC), Cox's Bazar Deputy Commissioner (DC), Deputy Commissioner and, Assistant Commissioner for NGO Affairs, Camp-in-Charge (CiC), National Law Enforcement agencies and UN agencies and other NGOs In coordination with the External Relations and Communications department of the IRB country office in Dhaka ensure the submission of Foreign Donation (FD) project applications, interim and final reports, and audit reports to the NGO Affairs Bureau (NGOAB) are conducted in a timely and accurate manner. Engage with NGOs, INGOs, UN agencies and sectors to build and promote strategic corporations to leverage advocacy opportunities with government leadership, Ministries, and other stakeholders. Coordinate with other networks to generate information, and facilitate the engagement and recommendations for future collaboration. Conduct regular meetings with local authorities at the RRRC, Cox's Bazar Deputy Commissioner (DC), Assistant Commissioner for NGO Affairs, Camp-in-Charge (CiC), National Law Enforcement agencies and others to support effective inter-organizational communication. Contribute to file and maintain organized records of all communications with government authorities, including but not limited to programme inquiries and 	30%



	<p>authorization requests, mission requests, validations, reports, staff vetting, and meeting request.</p> <ul style="list-style-type: none"> Facilitate and provide support to external visits to project sites. Regularly update the programme and IRCO on policy developments that effect the operations of INGOs in the country including regulations related to programme implementation, as well as administrative rules and regulations Archive knowledge, learning and documents for future reference, emphasizing teamwork, interpersonal communication and regular field visits to observe ongoing programme activities and provide feedback to the corresponding programme personnel. Carry out additional duties to support the programme activities for smooth operation, e.g., participation in workshops and meetings, work with the team. 	
Capacity-building initiatives for project participants, key stakeholders, and project staff at the program level	<ul style="list-style-type: none"> Prepare Capacity building plan and facilitate training for project staff & Volunteers. Conduct capacity-building training and develop materials (covering photography, case study preparation, visual documentation, and media materials) for Rohingya refugees and their host communities. Support to organize orientation for the newly recruited project staff. Organize workshops/ training for project participants on report writing, case study Participate and facilitate quarterly, bi-annual and annual programme review meetings and feedback sessions. 	15%
Other Requirements	<ul style="list-style-type: none"> Participate & involve with seasonal programs (Ramadan, Qurbani, Winterization, etc.) activities. Ensure that local purchases and expenditures are done as per Islamic Relief Bangladesh policy. Maintain the stock book, inventory, and other essential registers properly and timely in an effective manner. Support in the procurement of materials like requisition, follow-up, etc. Take initiatives to ensure the security of project staff and participants during the intervention. Willing and able to travel frequently for extended periods and to remote areas of the projects. Ensure the safety of team members from any harm, abuse, neglect, harassment, exploitation, Fraud, Bribery & 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. Perform any other duties assigned by the supervisor. 	15%
	Total	100%

Person Specification:

Academic Qualification:		
Degree Name	Subject	
Masters	Mass Communication, Journalism, International Relations, and Public Administration. Educational Qualification can be relaxed for highly experienced existing IRB staff.	
Sectoral Experiences	Minimum Years	05
	Sector	Experience in working with <ul style="list-style-type: none"> Media Communications External Relations Advocacy Good understanding of new technologies and digital platforms.



Competency Framework (Skill)		
Competency Name	Essential	Desirable
General:		
Project Implementation Skill.	√	
Project Management	√	
Social/Community Mobilization Skill	√	
Facilitation Skill	√	
Coordination/Advocacy/Networking/Communication Skill	√	
Reporting & Documentation Skill	√	
Monitoring & Evaluation Skill	√	
Advance Photographic & video editing 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 a good team player	√	
Staff Management		√
Willing to adapt to IRW's norms and values	√	
IT Skill: 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.	√	
Language: Excellent/Working knowledge- Reading/Writing/Speaking/Listening-English/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.**