Centre on Integrated Rural Development for Asia and the Pacific (CIRDAP), a regional and inter-governmental organization invites applications for the position of Communications Intern for its Headquarters located in Dhaka, Bangladesh.

**Position Title**: Communications Intern

**Status**: Full Time 3 months, possibility of extension based on performance.

**Duty Station**: Dhaka, Bangladesh

**Job Description:**
Under the direct supervision of the Communications Officer, the incumbent is expected to perform following jobs:

- Produce content and update CIRDAP Website and E-portals and Social Media;
- Assist Communications Unit in implementing CIRDAP Communications Plan;
- Assist in conceptualization, production of communication and branding material in a variety of formats including photos, Videos, infographics for different communication opportunities aimed at reinforcing CIRDAP’s brand.
- Perform general administrative task, maintains proper filing system and necessary database of communications Unit;
- Performs other duties assigned by the Communications Officer.

**Qualification:**
Undergraduate degree in Communications/Journalism, English, International Relations, Development Studies, Economics or relevant discipline from reputed university. Preference will be given to the candidates having O and A level.

**Experience:**
Preferably six months experience in the field of communications, advocacy or development work. Candidate having experience with International NGO or UN will be given preference.

**Competencies:**

(i) Strong written and verbal communications skills in English and Bengal;
(ii) Familiarity with Website Management, design, photo and video editing applications;
(iii) Ability to deliver meeting critical deadlines;
(iv) Creativity and Aesthetic Sense; and
(v) Ability to accomplish work with limited instruction.

**Age:**
Between 24-30 years

**Application Procedure:**
Only those candidates who will be available to work full time 5 days a week will be considered. Interested candidates are requested to apply with a letter of motivation and updated CV through email at hr@cirdap.org by 15th October 2018 mentioning “Application for Communications Intern” as the email subject. Incomplete application without letter of motivation or CV will be disregarded. Only short-listed candidates will be contacted.