

CENTRE ON INTEGRATED RURAL DEVELOPMENT FOR ASIA AND THE PACIFIC (CIRDAP)

Dhaka, Bangladesh

VACANCY ANNOUNCEMENT

Deadline for submission of Application: 15th October, 2018

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.