

## Vacancy Announcement

### Programme Officer, Media & Communication

Bangladesh Health Watch (BHW) was established in 2006 as a multi-stakeholder civil society body dedicated to improve the health system in Bangladesh through evidence based critical review of policies and programmes, and recommend appropriate actions for change, especially to have a positive impact on social exclusion and inequity. Recently, BHW has launched a 37 months project with the goal to strengthen the healthcare system so that is more responsive to people's needs and demands. It is expected that the project will create '*a more responsive health care system that delivers better quality, more transparent and equitable health care for all being informed by people's participation and voice*'.

BHW is now recruiting for the following positions to set up a full-fledged Secretariat to implement the regular activities of BHW and implement project activities revolving around research, high level advocacy with policy makers and programme planners, development partners and civil society partners. It is an exciting innovative project, based at JPGSPH and offering excellent working environment. All positions carry excellent benefits.

Only individuals working at senior mid-level should apply.

### Programme Officer, Media & Communication

#### Job responsibilities:

- Help to develop program video documentary; spots and online content
- Social Media Content development, uploading and editing
- Prepare meeting minutes and program report
- Prepare press releases (both English and Bangla); media statement, press/media kits and updated information and stories to inform media;
- Quality translations from Bangla to English and vice versa;
- Prepare stories/anecdotes for publications in print media including social media
- Knowledge on advocacy and media campaigns and strategies
- Develop and design of bulletin, reports and different publications.

#### Technical skills:

- Good writing skill both Bangla and English
- Capacity to maintain relations with media
- Knowledge on BCC/IEC Materials development
- Skill on Website, Facebook, Twitter, TikTok and Social Media content Development and Management
- Knowledge on MS Office and Bangla software Basic knowledge on video editing and development/Graphic designing with Illustrator/Photoshop and other Graphic software based skills

#### Educational Qualifications:

- A Bachelor Degree in Mass Communication, Journalism, Graphic Design or Online content management or any other related field
- At least 5 years working experience in similar role
- Certificate courses on Graphic design or Online Media Management would consider as an additional qualification

#### Quality:

- Maintain effective media relations, placement and distribution of information material and creative partnerships to promote optimum visibility of BHW activities;
- Committed to work
- Work under pressure
- Good Communication skill (Both Bangla and English)
- Work with internal and external environment and different departments

**Salary:** Attractive salary package will be offered for truly deserving candidates.

**How to apply:** Interested candidates are advised to send an application with a complete CV to: [recruitment.sph@bracu.ac.bd](mailto:recruitment.sph@bracu.ac.bd) by **September 21, 2021**. Please mention in the subject line of your email: **Programme Officer, Media & Communication**

Only short listed candidates shall be invited for the interview.