



Vacancy Announcement: Senior Officer, Communications

BRAC JPGSPH was founded in 2004 in Dhaka, Bangladesh to address the unmet public health challenges particular to Asia, Africa and South America. The school ensures premier higher education with unparalleled real-life teaching and learning focuses on pressing and emerging national and global public health challenges.

The school envisions being the leading global public health institute for the world's pressing health challenges affecting disadvantaged communities. The school builds capacity and contributes to Public Health by creating innovative public health leaders and solutions through cutting-edge, experiential Education, Training, Research and Advocacy. The aim is to enable public health leaders, practitioners, critical thinkers, researchers, advocates, and stewards in order to enable concrete changes to improve the lives of disadvantaged populations locally, regionally and internationally.

We are looking for a Senior Officer, Communications

Webpage Link: <https://bracjpgsph.org/career.php>

Key responsibilities:

- Knowledge management:
 - a. Be one of the gatekeepers of the organisation's central knowledge hub. Track, collate, verify and archive relevant information of the School's Education, Research, Training and Advocacy (ETRA) sections in adaptable formats.
 - b. Develop strategic plans to update and maintain the format of the central archive under ETRA.
 - c. Support respective research centres and internal teams with organisation's information on demand
 - d. Developing and publishing content for the school's marketing tools like Annual Report, Yearly Overview, Special publication issues etc.
 - e. Provide support internal teams to participate in the yearly Global QS Ranking, IMPACT Ranking and maintaining the Master Contact List.
- Social Media:
 - a. Oversee all social media platforms of the school.
 - b. Co-create and publish approved content for respective social media platforms.
 - c. Be vigilant to identify and minimize disruption.
- Coordinate to publish the four quarterly Newsletters and the monthly Publication Digest.
- Review contents (i.e., newspaper articles, blogs etc.) for mass-media publication.
- Contribute to the delivery of the team's agreed objectives and undertake any other duties and responsibilities appropriate to the post.

Requirements:

- Master's degree or equivalent preferably in Media and Communications/ Journalism/ Marketing/ English from a reputed university with an excellent academic track record.
- A minimum of 2 years of experience in communications/ journalism/ project management.
- Excellent writing skill in English.
- Good interpersonal skills.
- Experience in Photography and Videography will be an added advantage.

Salary: Negotiable

Benefits: As per the policies of BRAC JPGSPH.

How to apply: All interested candidates are advised to submit the application through www.bdjobs.com or send an application with a complete CV to: recruitment.sph@bracu.ac.bd by **March 15, 2022**. Please mention in the subject line of your email:

Job Application for the position of Senior Officer, Communications.

Only short-listed candidates shall be invited for the interview. All tests & interview will be held in Dhaka.
We are an equal opportunity employer and encourage applications from qualified women and minority candidates.
The Organization reserves the right to make an appointment at a grade lower than that advertised.