

Transparency International Bangladesh (TIB), the Bangladesh chapter of Berlin-based Transparency International, works with a vision of Bangladesh where government, politics, business, civil society and the daily lives of the people are free from corruption. Its mission is to create and strengthen a social movement against corruption.

TIB is inviting applications from Bangladeshi nationals for the position of **Assistant Programme Manager– Outreach & Communication** under its project titled BIBEC – Building Integrity Blocks for Effective Change (October 2014-September 2020), renewable for a further period of 5 years subject to extension of the project. The goal of the project is to promote a more enabling environment for reducing corruption. The specific objectives are to advocate for reforms in laws, policies, processes, practices and oversight for improving governance in targeted institutions and sectors and to generate peoples’ demand for good governance and to strengthen citizen’s capacity to challenge corruption.

Only the short listed candidates will be eligible for the selection process. Short-listing will be made on the basis of merit; all candidates meeting the minimum application criteria will be considered, but may not be short- listed.

#### **Application Procedure**

Interested candidates must send their applications with complete details of academic performance, professional record and other relevant information using the prescribed **Applicant Information Format** which can be downloaded from the following link ([tibmis.ti-bangladesh.org/vacancy](http://tibmis.ti-bangladesh.org/vacancy)). **Applications without using this Format will not be considered.** In addition to the duly filled up Applicant Information Format, please send a substantive application in one page arguing in favor of your candidacy in three parts – academic background, relevant experience and why you consider yourself competent for the position. Attach one recent passport size photograph and send to the following address by post/courier or email within **April 7, 2019**.

***Please mention the position applied for in the email subject line or on top of envelop.***

***Senior Manager (Human Resources)  
Transparency International Bangladesh (TIB)  
MIDAS Centre (Level 4 & 5), House # 05, Road # 16 (New) 27  
(Old) Dhanmondi R/A, Dhaka-1209.  
e-mail: [vacancy@ti-bangladesh.org](mailto:vacancy@ti-bangladesh.org)***

***Before applying for your intended position, please read the following carefully.***

Other benefits for regular staff are: annual performance-based increment, cost of living adjustment, contributory provident fund, gratuity, festival allowance and insurance. The short-term staffs are not entitled to any other benefits except Cost of Living Adjustment (COLA).

TIB is an equal opportunity employer. However, women, minority and physically challenged candidates are preferred when the necessary qualifications and competencies are met. If an applicant is an immediate family member of anyone involved in TIB s/he must clearly mention it. Such candidates can be employed in TIB only by a special resolution of the Board of Trustees even if duly qualified in the competitive selection process. Any persuasion is treated as disqualification.

TIB strictly observes a policy of zero tolerance to corruption and all employees are committed to observe TIB Code of Ethics available in TIB website [www.ti-bangladesh.org](http://www.ti-bangladesh.org), which also contains further information about TIB’s work.

## **Re-Advertisement**

Candidates who have applied earlier need not apply again

### **Assistant Programme Manager– Outreach & Communication**

Currently 1 (One) position based in Dhaka is vacant. **Women and candidates from minority communities fulfilling required qualifications will be given preference.**

**Reportable to:** Programme Manager-Outreach & Communication

### **JOB HIGHLIGHTS**

As a member of the Outreach & Communication Division, the Assistant Programme Manager (O&C) will be responsible for the following:

- Writing content for website, social media platforms such as Facebook, Flickr, Tweeter, Blog etc.;
- Assist in the development process of all sorts of IEC/Promotional and AV materials;
- Assist in implementation of various outreach and communication events such as youth engagement activities which includes debate and cartoon competition, press conferences, roundtable discussions, seminars etc., Investigative Journalism Awards and training;
- Provide support to Dhaka YES activities including Advice and Information Desk (AI-Desk) and Theatre;
- Support in the preparation of work plans, budget, and monitoring works;
- Provide support to administrative and logistical activities of the division; and
- Perform any other task(s) assigned by the authority.

### **Qualification, Experience and other requirements:**

- The applicant, within the age limit of 35 years;
- Must have Honors with Master's degree, preferably in English, Development Studies, Mass Communication & Journalism, Law, Social Science with minimum two (2) years of relevant experiences;
- Must have expertise in writing web contents, case stories, assist to develop IEC, AV and other communication materials, desktop publishing work and coordinating media activities;
- Demonstrable excellent written and verbal communication skill in English is mandatory;
- Must have word processing skill in both Bangla and English languages;
- Experience of using Illustrator/InDesign and Photoshop software is not mandatory but desirable.
- Candidate with 3<sup>rd</sup> Division or CGPA less than 2.5 on a scale of 4 or 3 on a scale of 5 at any level of their education need not apply.

Although the position is currently Dhaka-based, the selected candidate must be prepared to undertake field visits. S/he may be transferred to the field as & when deemed necessary by management. S/he must be comfortable working with people of diverse age-groups and various social, economic and professional categories.

### **Salary and benefits for the position:**

Gross initial salary is Tk. 45,499.00 per month plus other benefits as per relevant rules of TIB. Income tax is payable by TIB staff, deductible at source. Other benefits for TIB staff are: annual performance-based increment, cost of living adjustment, contributory provident fund, gratuity, festival allowance and insurance.

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