

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 **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.

## **Programme Manager- Outreach & Communication**

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

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

### **JOB HIGHLIGHTS:**

As member of the Outreach & Communication Division, the Programme Manager – O&C will be responsible for the following:

- Design, implement and monitor outreach and communication programmes of TIB’s Building Integrity Blocks for Effective Change (BIBEC) Project;
- Organize publicity events (press conferences, roundtable discussions, seminars etc.);
- Plan, draft and supervise the production of press releases, TIB’s publications, IEC materials including the quarterly newsletters and e-Waves, including documentation of good practices by drafting success stories;
- Monitor media reports for effective management of crisis situations;
- Coordinate the electronic media productions i.e. public service announcements, TV/radio messages;
- Manage ICT-related anti-corruption initiatives of TIB, including preparing/supervising content development and management for TIB’s website and various social media platforms;
- Prepare periodic plans of work, monitor the budget and expenses of events and programmes and draft periodic reports for submission to M&E unit; and
- Any other duties as may be assigned by the authority.

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

- Applicants within the age limit of 43 years;
- Must have Honours and Masters degree, preferably in English, Mass Communication & Journalism, International Relations, Law and Development Studies with minimum 6 (six) years of relevant work experience;
- Excellent communication skill in English, both written and oral, and basic computer knowledge are must have qualifications for the position;
- Expertise in media relations or communication is essential;
- Knowledge about Adobe Photoshop, Illustrator and other editing software will be considered an advantage; and
- Candidates with knowledge and skills in the use of information technology and web site in outreach and communication work will have an advantage;
- The candidate should have leadership, supervision, communication and staff management skills.
- Although the position is Dhaka-based, the selected candidate must be prepared to undertake frequent field visits. S/he must be comfortable working with people of diverse age-groups with various social, economic and professional identities;
- Candidate with 3rd Division or CGPA less than 2.5 on a scale of 4 or 3 on ascale of 5 at any level of their education need not apply.

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

Gross initial salary is Tk.104,419.00 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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