

## Vacancy Announcement: 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 an **Officer, Communications**

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

### Key responsibilities:

#### - Knowledge management:

- Co-manage the central knowledge hub of the school;
- Proactively track, collate, verify and archive relevant information generated under across different functional departments, projects, and programmes of the school;
- Develop, write and edit marketing and communications materials, including, but not limited to, press releases, blog posts, newsletter, reports, etc.
- Work with the Communications team to develop strategies to increase efficiency of the communication flow within the school and exchanges with different stakeholders;
- Maintain liaison with different departments in the school and other relevant stakeholders;
- Support research centres, internal teams, and external stakeholders with information on demand;
- Maintain and enhance a database of different stakeholders.

#### - Marketing and branding:

- Work with the Communications team to develop and execute marketing campaigns and branding strategies for the school;
- Co-create and publish approved contents for respective social media platforms;
- Oversee all social media platforms of the school, including Facebook, Instagram, YouTube, Twitter, and LinkedIn;
- Researching industry practices and competition;
- Analyzing data to define audience and track performance of marketing campaigns;
- Facilitate communication with relevant stakeholders such as creative agencies, digital agencies, production houses, print, virtual, and television media, and freelance content producers;
- Contribute to the delivery of the team's agreed objectives and undertake any other duties and responsibilities appropriate to the post.

### Educational Requirements

- Bachelor's degree or equivalent, preferably in Media and Communications/ Journalism/ Marketing/ English, from a reputed university with an excellent academic track record.

### Experience Requirements

- At least 1 year(s) of experience (may include voluntary work/ extra-curricular activities)

### Additional Requirements

- Outstanding written and verbal communication skills;
- English fluency required;
- Detail-oriented and able to efficiently organise and manage multiple responsibilities
- Excellent time management skills;

**BRAC James P Grant School of Public Health, BRAC University**

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- Demonstrates a commitment to equity and a passion for creativity and innovation;
- Able to work independently or collaboratively as part of a team;
- Good interpersonal skills;
- Skill in photography/ videography and graphic designing is a plus

**Job Location:** Dhaka, Bangladesh

**Salary:** Negotiable

**Compensation & Other Benefits:** As per the policies of BRAC JPGSPH

**How to apply:** Interested candidates are requested to send their CVs to [recruitment.sph@bracu.ac.bd](mailto:recruitment.sph@bracu.ac.bd) by December 17, 2022.

Please mention in the subject line of your email: **Job Application for the position of Officer, Communications.**

Only short-listed candidates shall be invited for the interview.

The Organization reserves the right to make an appointment at a grade lower than that advertised.