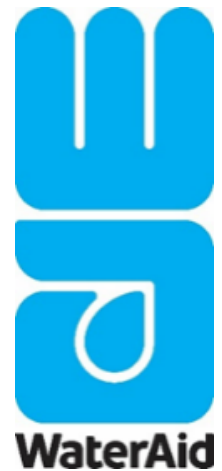
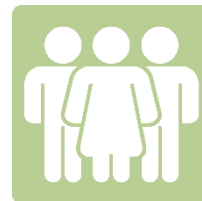


Job Description Communications Officer – Campaigns

WaterAid Bangladesh



All staff members in WaterAid are committed and accountable to its vision, mission and values in place; and will abide by the same in their actions.



Our mission is to transform the lives of the poorest and most marginalised people by improving access to safe water, sanitation and hygiene.



Our vision is a world where everyone, everywhere has safe water, sanitation and hygiene.

Our values define our culture and unite us across the many countries in which we work. They are at the very heart of WaterAid – who we are, what we do and how we do it:

Respect



WaterAid values



Innovation

Collaboration



Integrity

Courage



Accountability

Roles Profile



Job Title:	Communications Officer – Campaigns
Department:	Policy and Advocacy
Team/ Unit:	Communications, Media and Campaigns
Reports to (title):	Head of Communications, Media and Campaigns
Direct Reports (number and titles):	N/A
Job Grade:	
Contract Tenure:	Starting February 2022 – two-year contract with possibilities of extension.
Work Location:	Dhaka
Date of development or last update:	Job Description last updated on December 2021

Clean water, decent toilets and hygiene are three essentials that help people lead dignified and healthy lives. They should be normal for everyone, but for millions of people they are not. We are determined to make clean water, decent toilets, and good hygiene a normal part of everyday life for everyone, everywhere within a generation.

Job purpose of role:

The main purpose of this position is to roll-out Water, Sanitation and Hygiene (WASH) related campaigns, movements, events which will in turn influence global, national, and local level stakeholders to prioritise water as a fundamental issue in their daily debate and discussions. It involves engaging and deploying attractive communications tools to influence strategic decision makers from all tiers of the society including government, academia, CSOs and youth. Along with accelerating and building on existing partnership and implementing creative campaigns in garnering support in Bangladesh. The position will act as a key driver of campaign and engagements in WaterAid's work around Bangladesh focusing on WASH. This position will provide support to the ongoing collaborations and projects, including support to youth platform aimed at SDG6 teams and volunteers. This position will also support country director's office on external and internal communications.

Key responsibilities are divided in two parts:

Part A: 90% time

- Implement all WaterAid campaigns, events, and social engagements
- Establish strong working relationship with academia stakeholders and communities along with youth networks and affiliations in order to raise campaign KPI.
- Plan, design and coordinate events (traditional and non-traditional) for the campaigns to maximize WaterAid causes, in line to global timelines
- Maintain relationship with different colleagues, universities, NGOs and INGOs working on SDG6 and related fields to join forces towards common campaigns
- Periodically develop case stories, op-Eds on SDG6 and other related fields;

- Closely working in policy team and programme teams to fulfil wider organisational agenda.
- Maintain regular engagement with youth volunteers and similar youth networks
- Based on opportunity, engage celebrities through endorsement, social media messages, campaigns and so on.
- Periodically partake in external meetings, events, conferences, seminars to showcase WaterAid's work across Bangladesh

Part B: 10% time (support to Country's Director's Office)

- Support Country Director for managing important tasks/deadlines in internal and external meetings.
- Develop talking points for internal and external meetings along with preparing and editing correspondences, communications, and other documents.
- Prepare quality presentations and support towards internal and external events/seminars.
- Manage, record documents, and maintain information confidentiality.
- Manage and maintain Country Director's schedules, appointments, travel, transport and accommodations when needed and liaise with admin and finance teams.
- Record, transcribe and distribute minutes of meetings as and when assigned.

Undertake any specific work assigned by both the line managers/and or WaterAid authority as per need of the organisation.

Responsibilities are subject to be reviewed and edited with line manager from time to time.

Job Requirement/ Person specification:

Education: Master's or equivalent degree in social sciences, communications, marketing, or relevant subject from any recognized university.

Experience: Minimum 3 years of work experience in relevant field. Demonstrated expertise on campaigns, audience engagement, outreach, and communication activities of diverse stakeholder and passionate about social mobilization and fundraising

Skill: Great people skills with an ability to connect with people from all backdrops. Excellent public presentation and communications skill in both English and Bangla. High proficiency in writing in both English and Bangla.

Competence:

- Must be a team player with mutual trust and understanding in a mixed team.
- Self-motivated, and able to work to a high standard with minimal supervision.
- Organised and problem-solving mentality, capable of working under pressure and juggling with multiple priorities.
- Demonstrates gender and cultural awareness.
- Must be passionate about campaign and engagement.

Working relationships:

Internal: Work closely with other colleagues of WaterAid in other departments and countries on a day-to-day basis.

External: Youth, NGOs, INGOS, CSOs, Academia, Private sectors

Working Conditions: This is a country office-based position based in Dhaka with access to official vehicle (during field visit and official travel) computer, internet, relevant software, and telecommunication including mobile phone network. The position entails working under pressurised timelines and in a collaborative process. Willingness to travel on a regular basis to remote areas of Bangladesh is required. 30-40% time should be dedicated to field-visits.

I agree to perform my duties and responsibilities sincerely, from time to time, as stated above.

Job holder: **Signature**.....

Line Manager: **Signature**.....

WaterAid is fully committed to protecting those with whom it comes into contact. WaterAid is committed to ensuring that wherever we work in the world there is no tolerance for the abuse of power, privilege or trust. WaterAid reinforces a culture of zero tolerance towards any form of inappropriate behaviour, abuse, harassment, or exploitation of any kind. The safeguarding of our beneficiaries, staff, volunteers and anyone working on our behalf, is our top priority, and we take our responsibilities extremely seriously. All staff and volunteers are required to share in this commitment through our Global Code of Conduct. We will conduct the most appropriate pre-employment references and checks to ensure high standards are maintained.

WaterAid is an equal opportunity, disability-confident employer and committed to achieving the highest standards of diversity, inclusion, fairness and equality.

For more information about safeguarding at WaterAid, please visit our safeguarding webpage at: <https://www.wateraid.org/uk/safeguarding-at-wateraid>

