

## VACANCY ANNOUNCEMENT

### The Open Society University Network Hubs for Connected Learning Initiatives

#### Communications, Documentation & Knowledge Management Officer

<b>Position Title:</b> Communications, Documentation & Knowledge Management Officer	<b>Starting from:</b> ASAP
<b>Duration:</b> The position will begin ASAP filled and extend to December 31st, 2023 (with extension pending review and grant renewal)	<b>Number of Position:</b> 1 (One)
<b>Type of Appointment:</b> Contractual	<b>Work Station:</b> Ukhiya, Cox's Bazar
<b>Direct Reporting:</b> Director, Academic and Legal Empowerment	<b>Reporting Line:</b> Director of the OSUN Hubs for Connected Learning Initiatives.
<b>Salary:</b> Negotiable	<b>Experience:</b> 3 Years

The Open Society University Network (OSUN) Hubs for Connected Learning Initiatives (The Hubs) are seeking a full-time Communications Officer to lead in the development and implementation of a public relations and communications strategy. The Officer will work across Hubs locations globally, supporting branding and communications in all sites, while also supporting the work of OSUN on the Global Task Force for Complementary Education Pathways, Bard College and CPJ-BRACU, Refugee Studies Unit, Cox's Bazar.

The OSUN Hubs for refugee and host community students seek to expand higher educational and research opportunities to areas affected by crisis and displacement. OSUN is a global network of over forty institutions, co-founded and co-led by Bard College, which also acts as a legal entity for OSUN agreements. OSUN envisions a new model of global higher education—a long-lasting network with deep partnerships among diverse institutions committed to addressing global challenges collaboratively. This network is global in demographic and geographic scope and extends to places where it is needed most. It integrates curricula and research across institutions in different countries and incorporates civic engagement into higher education.

#### Duties and Responsibilities

- Foster and promote the Hubs' global brand for refugee education;
- Develop a short term and long-term communications strategy for the Hubs and its ancillary work with the Global Task Force on Third Country Education Pathways;
- Develop and manage a CMS (content management system) for the Hubs' website in collaboration with CPJ-BRACU to ensure a well-coordinated review and update of the content and provide technical support to the CPJ-BRACU Central Comms team;
- Develop and maintain the Hubs' social media channels;
- Organize OSUN-CPJ online events, perform outreach and circulation, create social sharing toolkits and communications;
- Accompany OSUN-RSU delegation visits and provide support, briefings, and commentaries;

- Pitch television, radio, print, and online media and secure stories for further communications;
- Produce professional Hubs communications materials for various audiences and ensure their timely dissemination and amplification in collaboration with Bard College/OSUN communications channels;
- Develop and produce content to engage and educate audiences across various channels including monthly newsletters, infographics, videos and story of refugee learners;
- Organize and maintain the digital data in the Google drive, including photos and videos and keep a log of potential video clips for all OSUN Hubs activities.
- Develop and maintain the OSUN Hubs database of partners, donors, and affiliates;
- Work with the Hubs leadership on evolving the strategic direction for the Bard Online Associates Degree Program, and the Hubs in East Africa, MENA and Asia, in relation to the Hubs' image.

#### **REQUIRED QUALIFICATIONS/SKILLS:**

- At least 3 years of experience working in communications or a related field;
- Completed Bachelor Degree from a reputed academic institution preferably in Communication & Journalism or other relevant subjects.
- An advanced degree in a relevant field;
- Excellent interpersonal skills;
- Excellent Command over written and oral English as well as excellent IT skills.
- A willingness and the flexibility to travel to all Hubs sites;
- Ability to proficiently work online with various platforms;
- Ability to multitask and prioritize;
- Proactive, detail oriented, highly organized with excellent ability to follow through;
- Success working with diverse and international stakeholders.

#### **Remuneration**

- Salary will be negotiable
- Necessary travel will be covered by the Hubs with prior approval.

**Deadline of Application Submission:** CV along with a cover letter and a relevant writing sample should be sent to [hubs@opensocietyuniversitynetwork.org](mailto:hubs@opensocietyuniversitynetwork.org) by 16 July, 2022 mentioning name of position in the subject line;