

Vacancy Announcement



Centre for Peace and Justice

Position Title: Communications and Partnership Lead	Starting Date: July 2023
Duration: 12 Months (with probable extension)	No of Position: 01
Type of Appointment: Contractual	Work Station: Dhaka
Salary: Negotiable	Experience: Min 5 Years

Background:

Centre for Peace and Justice (CPJ) is a multi-disciplinary academic institute of Brac University, which promotes global peace and social justice through quality education, research, training and advocacy. CPJ is committed to identifying and promoting sustainable and inclusive solutions to a wide range of global concerns and issues, including fragility, conflict and violence.

Position Overview:

CPJ is looking for an experienced and self-managed Communications and Partnership Lead to manage communications and partnership related activities of the Centre.

Duties and Responsibilities:

Communications (80%)

- Continuous improvement and execution of communication strategies to effectively promote CPJ's objectives and initiatives;
- Generate content across multiple channels, including newsletters, press releases, blogs, graphics, websites, and social media platforms;
- Write and edit high-quality content, ensuring accuracy, clarity, and consistency, while adapting complex information for diverse target audiences;
- Collaborate with researchers and subject matter experts to simplify complex concepts into accessible and captivating materials, such as articles, blog posts, videos, and infographics;
- Manage and supervise the continuous development and maintenance of CPJ's website, ensuring optimal performance and functionality;
- Coordinate online events, conduct outreach and circulation activities, and create social sharing toolkits and communications;
- Monitor media coverage and public perception of the Centre, identifying opportunities for proactive engagement and addressing issues promptly;
- Cultivate and maintain partnerships with relevant stakeholders to enhance strategic communications development, coordination, and facilitation;
- Contribute innovative ideas for new programs and research, and provide recommendations for cutting-edge communication techniques;
- Accompany delegation visits, providing support, briefings, and commentaries;

- Identify compelling stories and capacity to produce audio, video, and print documentaries;
- Direct internal and external graphic designers, photographers, and other media production professionals;
- Draft briefing notes, talking points, minutes, and other documents for high-level meetings and visits;
- Evaluate the effectiveness of communication activities, collect feedback and data to measure impact, and make recommendations for improvement;

Partnership (20%)

- Represent the organisation in partnership discussions, and help to identify and pursue new partnership opportunities;
- Increase collaborations with government, stakeholders, civil society organisations, private sector, foundations, UN agencies and NGO/INGOs;
- Maintain regular communication with national and global level strategic partners;
- Primary partner management to maximize success, engagement, retention; and
- Perform other duties as directed by the Senior Management Team.

Core Competency

- Exceptional written and verbal communication skills, with the ability to convey complex information clearly and concisely;
- Excellent interpersonal skills and the ability to collaborate effectively with researchers, stakeholders, and media professionals;
- Proficiency in using various communication tools and platforms, including content management systems, social media management tools, and multimedia software;
- Must be a creative and strategic thinker with good judgment and ability to make independent decisions in a changing environment;

Additional Competency

- Able to work well in a team environment, handle multiple assignments and meet deadlines;
- Attention to detail and problem-solving skills;
- Ability to manage time, submit deliverables and meet deadlines; and
- Software skills desired: expert in navigating the internet, social media, online meeting platforms, graphics design, video editing; working knowledge of Microsoft Office, including Excel and Publisher.

Education and Experience Requirements:

- Post-graduation degree in journalism, strategic communications, or equivalent;
- Minimum 5 years of experience in communications.

Deadline of Application Submission:

CV, along with a motivational letter, should be sent to cpi@bracu.ac.bd by June 19, 2023, mentioning of the position in the subject line.

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- *CPJ is an equal opportunity employer and women are encouraged to apply.*
 - *Must adhere to the institutional policies.*
 - *Please note that only short-listed candidates will be called for interview.*
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