



**Assistant Coordinator - Visual Communication Production**  
**(01 position based in Dhaka)**  
**Grade: 02, Level: 02, Step: 07, Gross monthly salary: BDT 97,374.00**

Transparency International Bangladesh (TIB) is inviting applications from Bangladeshi nationals for the position of Assistant Coordinator - Visual Communication Production, to be recruited for its new project titled, Participatory Action against Corruption: Towards Transparency and Accountability (PACTA) (January 2022 to December 2026). Upon joining, the incumbent will be regarded as a member of the team for TIB's core project and will remain reportable to the Coordinator – Outreach and Communication.

**Job Description**

- Support effective and efficient execution of visual communication assets (video) requested by the Outreach and Communication Division for advocacy and campaigns.
- Ensure that visual communications assets requested are developed and routed with internal cross-functional divisions to align with project strategy, thus helping meet budget and timing needs.
- Support and optimise the process of audio/visual content development.
- Support the photographer/videographer and motion graphics designer with the management of content/video to ensure that the style guides, image specs, critical paths, legal and deadlines are adhered to for the production and publication of all visual assets.
- Direct and deliver end-to-end creative content on diverse video projects, from long-form documentaries, case studies, and sizzling corruption stories to social edits.
- Use creative and technical editing skills to turn scripts and/or rough cuts into exceptional online video reports, documentaries, and stories.
- Generate ideas and determines production plans including, but not limited to, scripting, developing storyboard, directing, shooting, and editing high-quality visual content.
- Review script and raw material to create a shot decision list based on the concerned scenes' value and continuity.
- Trim footage segments and ensure logical sequencing and smooth presentation using background music, dialogues, graphics, and effects.
- Capture primary video and b-roll footage of events, activities, and individuals, and log video footage.
- Continuously discover and implement new editing technologies and the industry's best practices to maximise efficiency.
- Assist in implementing various outreach and communication events, such as youth engagement activities.
- Support in preparing annual work plans, budget, and monitoring work.
- Provide support to administrative and logistical activities of the division; and
- Perform any other tasks assigned by the organisation.

## **Educational qualification, experience, and other skills:**

### **Applicant must have—**

- A Master's degree with Honours in film/ cinematography, Communications, Media Relations, related field,
- A combination of a graduation degree and professional diploma in film/ cinematography, Communications, Media Relations, or related field.
- Candidates with 3rd Division or CGPA less than 2.5 on a scale of 4 or 3 on a scale of 5 at any level of their education need not apply.
- Minimum 6 years experience in professional-grade video editing, colour correction, audio/visual postproduction, and final digital content delivery, preferably in Television/ News organisations/digital platforms/ production houses/agencies etc.
- Professional audio/visual editing skills using Adobe Premiere Pro, Final Cut Pro X, Edius6 or the latest version.
- Experience in technicalities of different modes of camera operation, shot division and logical sequencing with natural sound.
- Knowledge of colour correction software, i.e., Smoke/ Flame etc.
- Sound knowledge in set design, production design, props arrangement, chroma/green screen setup.
- Proficiency at audio correction, mixing with visual narratives, and noise cancellation software.
- Experience in maintaining editing and postproduction edit suit and remaining up to date with new technological advances.
- Mastery of Photoshop and adobe creative suite.
- Experience in production flow design and ability to work individually for long periods while maintaining efficiency and output.
- Ability to manage multiple projects simultaneously.
- Ability to work with a highly creative team and openness to constructive feedback.
- Strong time management skills and ability to work under pressure and meet deadlines.
- Ability to be self-directed, self-motivated, and self-sufficient.
- Ability to work flexible hours, including early mornings, nights and weekends, as required to cover assignments.
- Self-motivation and orientation towards set goals, demonstrating accountability, initiative, creativity and focus in a rapidly changing and intellectually stimulating environment.
- Ability to thrive in a collaborative work environment and to /address solve problems creatively and jointly, as appropriate.

**Please note that submission of portfolio is mandatory for this position.**