



**Assistant Coordinator - Content Writing – English (Social Media & Web)
(01 position based in Dhaka)**

Grade: 02, Level: 02, Step: 07, Gross monthly salary: BDT 105,413.00

Transparency International Bangladesh (TIB) is inviting applications from Bangladeshi nationals for the position of Assistant Coordinator - Content Writing - English (Social Media & Web), to be recruited for its project titled, Participatory Action against Corruption: Towards Transparency and Accountability (PACTA) (upto December 2026). Upon joining, the incumbent will be regarded as a member of the team for TIB's core project. This position is reportable to the Coordinator – Outreach and Communication.

Job Description

1. Lead refinement and optimization of organizational social media strategy across all platforms.
2. Actively engage with TIB stakeholders/ volunteers/ individual members across all social media channels.
3. Own the development of social media content calendars in partnership with other team members. Manage projects and content calendars to ensure that content is publication-ready and meets deadlines.
4. Manage postings and execution of social media contents. Effectively manage issues/questions that are raised via social media channels. Monitor trends in social media tools, applications, channels, design, and strategy.
5. Lead copy writing and editing of the E-waves, quarterly e-newsletters, and web contents.
6. Draft communications materials, including press statements, press releases/advisories, media backgrounders and FAQs and other materials.
7. Assist with photography and video content creation, planning and execution.
8. Provide support to the implementation of various outreach and communication programmes such as, youth engagement activities which includes debate, and cartoon competitions, press conferences, roundtable discussions, seminars, Investigative Journalism Awards, and trainings.
9. Monitor daily news utilising media monitoring services.
10. Maintain public relations efforts on-line; update media list and key contact person.)
11. Support in the preparation of work plans, budget, tracking of programme activity expenses, analysis, and monitoring work.
12. Provide support to administrative and logistical activities of the division.
13. Perform any other task(s) assigned by the organisation.

Educational qualifications, experience, and other skills:

This position is essentially limited to professionals whose proficiency in written English truly matches that of a well-educated native speaker.

Additionally, the applicant must have ---

- A Master's degree with Honours in Mass Communication & Journalism, Development Studies, English, International Relations, Social Sciences, or any other relevant education from a recognised university.
- Candidates with a third division or a GPA below 2 in SSC/HSC or a CGPA below 2.5 as applicable, are not considered to meet the necessary requirements.
- A minimum of 4 years of working experience with increasing responsibilities in journalism, public affairs, communications, and related fields, specifically demonstrating capabilities to effectively write, edit and present public information on complex subjects for print and digital media.
- Excellent writing skills, including the ability to write blogs, press releases, website copy, speeches and edit and proofread reports.
- Basic computer knowledge and word processing skills.
- Knowledge and command of evolving social media platforms.
- Experience in using Graphic/web design software shall be an added advantage.
- Ability to manage multiple projects simultaneously.
- Ability to work in a team and openness to constructive feedback.
- Strong time management skills and ability to work under pressure and meet deadlines.
- Have the 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 or jointly, as appropriate.