

International Centre for Climate Change and Development (ICCCAD)

Vacancy Announcement

Terms of Reference (ToR) for Senior Communications Officer

Project Name: “Capacitating the garment industry workers for a greener climate transition in Bangladesh”

About ICCCAD:

The International Centre for Climate Change and Development (ICCCAD) is one of the leading research and capacity building organisations working on climate change and development, since 2009, in Bangladesh. ICCCAD aims to be a world-class institution that promotes local knowledge, action-based research and vast experience of the countries that are most affected by climate change. ICCCAD prioritizes on evidence-based advocacy, needs-based capacity-building, meaningful networks and partnerships to promote climate change adaptation strategies of the climate victims from both Global South and North.

Background of the project:

For the last two years, Bangladesh has been exposed to extreme heat in May, June, and July. Climate change has been increasing the intensity of the heatwaves. This phenomenon inevitably undermines garment workers’ health and productivity at workplaces, which consists of lack of ventilations; poor working conditions; less social protection schemes; and limited access to workers’ rights.

Considering the above, ICCCAD will be implementing a 3-years project on “Capacitating the garment industry workers for a greener climate transition in Bangladesh” funded by Laudes Foundation. The project aims to capacitate the ready-made garment (RMG) sector workers’ and relevant stakeholders holistically on the multifaceted climatic impacts on labour rights and their livelihoods. This project will also be an enabler for policy implementation and reformation. The grant also aims to expand workers' knowledge on the role of sustainability in the textile supply chain; opportunities and challenges of just transition; and shed light on environmental and social issues.

About the project and organizational responsibilities:

The Senior Communications Officer is a full-time position and will be recruited for this project. The individual will be tasked with the following key responsibilities:

- Develop and disseminate strategic social media posts for Facebook, LinkedIn and Twitter for project related events such as roundtable dialogues, consultations, workshops, interviews, and focus group discussions, etc.
- Monitor the outreach of the social media posts to incorporate the lessons learnt and curate more strategic content. The individual will be expected to provide similar support for other projects when needed.
- Assist in creating project-related infographics, leaflets, short videos, photo stories, etc, by consolidating key findings from newspaper articles, blog posts, project reports, journal articles and working papers.
- Assist in developing an organizational communications strategy for programmatic activities and projects.

- Support the Senior Management with organizational knowledge management activities such as making the ICCCAD website more visually attractive, readable and accessible.
- Provide administrative support for the project, including organizing meetings, training sessions, and other relevant activities.

Qualifications:

- Bachelor/Master degree in a relevant field of communications, media and journalism
- Minimum 4 years of work experience or more in communications at the development, sustainability and climate change sector.
- Additional knowledge on topics related to climate change, environment, development issues, human rights and labour rights, economics and sustainable development are preferable.
- Strong team building, time management, and emotional intelligence skills.
- Excellent written and verbal communication skills in English and Bengali.
- Proactiveness in organizing and coordinating event related activities.
- Demonstrate organizational skills, including the ability to multitask and prioritize workload effectively.

Job Duration: Initially full-time contract of 1 year (40 hours/week), with the possibility of extension based on performance

Salary: Monthly gross salary and other benefits as per organization policy.

Reporting: The consultant will report directly to Project Manager at ICCCAD.

Job Location: Dhaka, with field visits around the country as per program requirements.

Application Process: Potential candidates meeting the above requirements are requested to email their resumes and cover letters (no more than 3 paragraphs) to recruitment@icccad.org. Please mention the position in the subject line of your email.

ICCCAD is committed to ensuring equal employment opportunities for all individuals, regardless of their gender, religion, race, ethnic background, language, or disability status. The organization strives to promote equality of opportunity across all genders.

Application Deadline: 31st of January 2025