



Position Title: Senior Officer – Communications

Project Name: Program Planning, Impact and Quality Unit

Number of Position: 01

Location: CARE Bangladesh Dhaka Office

Duration: Contract duration will be up to 2 years from the date of joining.

Job Summary:
Who are we? As a global leader, CARE is shaping the future of the humanitarian and development sector. Each year, we deliver support and services to millions of people in over a hundred countries. We do this by focusing on our mission and living the values that drive our organization. A career at CARE is an opportunity to be part of a movement that brings communities together to solve complex problems and foster lasting change throughout the world. We seek individuals who are passionate about humanitarian and development work, collaborate well with others, embrace learning and innovation, and deliver results.
What it's like to work at CARE? CARE is a mission-driven international humanitarian aid and development organization that offers an opportunity to work with people across the world. Not a day will go by that you won't learn something profound, meet an expert, or write a sentence that can change a life. We are committed to an environment where everyone can succeed.
The Senior Officer – Communication & Documentation is a mid-level role responsible for executing and ensuring quality across a broad range of communications functions, including content development, creative production, branding compliance, digital media management, and website operations. Working under the Communications Lead, the role produces high-quality communications outputs independently, oversees social media presence, guides the Development Trainee in digital content tasks, manages vendor relationships for website, communications operations, and provides communications consultation to internal teams. The position serves as the primary execution layer of the communications function, ensuring strategies are reliably implemented to the required standard and on schedule.

II. Responsibilities and Tasks:	
Responsibility # 1: Content Development and Creative Production	% of Time
Develop high-quality communications content for diverse formats and audiences, including human-interest stories, impact narratives, factsheets, blogs, and program updates, in coordination with program teams. Lead design and layout for organizational materials such as the annual report, brochures, and event collateral, ensuring brand consistency. Produce vertical video content from footage review through to final delivery. Contribute to social media content creation and support organizational communications products, ensuring all outputs adhere to ethical storytelling standards and CARE's safeguarding principles.	30%
Responsibility# 2: Branding Reviews, Technical Evaluations and Compliance	20%
Conduct thorough branding material reviews for all project and program teams, checking submissions against CARE Bangladesh's branding guidelines and escalating complex cases to the Lead. Carry out technical evaluations of vendor outputs including printed items, digital products, photography, and audio-visual content. Provide structured, actionable feedback on required revisions, tracking resolution to completion. Support periodic branding audits and coordinate with the web development vendor on the new website development process.	
Responsibility# 3: Website Management and Digital Content Operations	10%
Manage all website content operations through the designated web vendor, ensuring accuracy, timeliness, and visual consistency with CARE Bangladesh's branding. Review vendor outputs before sign-off, maintain a log of pending and completed updates, and conduct routine quality checks to identify outdated content, broken links, or design inconsistencies. Provide ongoing coordination support to the Lead on the new website development project, tracking milestones and reviewing draft pages for accuracy and compliance.	
Responsibility # 4: Social Media Management and Development Trainee Guidance	20%
Oversee CARE Bangladesh's social media presence across all active platforms, maintaining a consistent publishing schedule and alignment with the communications strategy. Train and guide the Development Trainee in social media tasks, reviewing and approving content before publishing, and providing day-to-day coaching. Coordinate CO participation in global CARE campaigns, monitor social media performance and engagement, and compile regular updates for the Lead highlighting trends and issues requiring strategic attention.	
Responsibility # 5: Media Management Support and Field Documentation	10%
Provide operational support to the Lead on media management activities, including preparing media briefings, tracking media coverage, and maintaining the media contact database. Lead field visit photography and visual documentation for program activities, applying consent and safeguarding protocols consistently. Organize, label, and archive field photography in the organizational media library. Provide photography support for high-level field visits, donor delegations, and organizational events as assigned.	
Responsibility # 6: Other Responsibilities as Assigned	10%
Responsibilities on Safety and Security, Gender and Inclusion and Safeguarding of children and vulnerable adults:	
As part of this role, the job holder must adhere to and support CARE Bangladesh's Safety and Security policy and systems as part of their day-to-day duties and comply with safety & security protocols and directives, including reporting. Staff must maintain situational and self-awareness and be aware of the safety – security-related consequences of their actions upon themselves, their team, and the organization. CARE is committed to preventing any type of unwanted behavior at work including sexual harassment, exploitation and abuse, lack of integrity, and financial misconduct, and expects staff to promote the welfare of children, young people, and adults always. CARE expects all staff and volunteers to share this commitment through our Code of Conduct. We place a high priority on ensuring that only those who share and demonstrate this commitment are recruited to work with us. Gender equality and inclusion are fundamental at CARE, promoting equal rights and challenging discriminatory norms to achieve social justice. We foster an inclusive workplace respecting diverse gender identities, abilities, backgrounds, and experiences through dialogue, training, and diversity initiatives. All CARE staff must uphold ethical standards, following codes of conduct to prevent abuse, including sexual harassment, exploitation, and neglect. Regular monitoring ensures accountability to uphold these principles and support our mission of social justice and poverty alleviation.	

III. Reporting to:
Media and Communications Manager

IV. Working Condition:
This position is based in Dhaka.

V. Qualification and Experience:
• Master's degree in Mass Communications, Journalism, Media Studies, English, Development Studies, or a closely related discipline, or equivalent combination of education and work experience. • Postgraduate specialization or coursework in digital communications, visual storytelling, or multimedia production is an advantage. • At least 4 years of relevant experience in communications, content production, digital media, or organizational branding, preferably within an INGO, NGO, or creative communications environment. • Demonstrated proficiency in Adobe Creative Suite (Illustrator, Photoshop, InDesign, Premiere Pro) and Canva. • Hands-on experience in video editing including vertical video formats. • Solid knowledge of major social media platforms, scheduling tools, and analytics. • Strong writing and editing skills in both Bangla and English. • Strong photography skills with an eye for ethical and impactful visual storytelling. • Experience managing or coordinating website content through a CMS platform or via vendor coordination. • Experience with field photography in development or humanitarian contexts. • Ability to provide constructive supervision and guidance to junior staff. • Familiarity with AI-assisted content production tools and emerging digital communications innovations.
VI. Core Competencies:
• Initiating actions. • Communicating with impact. • Planning and organizing. • Negotiation. • Operational decision making. • Stress tolerance. • Respect and Integrity • Innovation and Initiative

Candidates need to be highly motivated and committed to CARE Bangladesh's vision, mission, and long-term development work to significantly improve the lives of the most vulnerable and marginalized people. Candidates must be capable of displaying great learning agility, support and encourage knowledge sharing across projects, for the ultimate benefit of all of CARE's mission wide initiatives.

Compensation

Monthly gross salary will be BDT. 82,350. In addition, CARE offers Provident Fund, Gratuity, Festival Bonus, Leave Encashment, Life and Health Insurance, Day Care facilities, Working Mother Benefits etc.

Interested candidates meeting the above requirements should apply through <https://bdjobs.com/> on or before **June 13, 2026**.

Apply Online

Note:

- CARE is an Equal Opportunity employer. We provide equal employment opportunities to all employees and qualified applicants for employment without regard to race, color, sex, religion, ancestry, national origin, age, disability, marital status, or veteran status, or any other characteristics protected under applicable law.
- Any personal persuasion/phone-call will result in disqualification of candidature. We guarantee an interview to disabled candidates who meet the essential criteria.
- CARE Bangladesh has a non-negotiable policy of ZERO TOLERANCE towards discrimination, harassment and abuse. All employees are expected to abide by the CARE International Safeguarding Policy.
- Internal and external applicants shall be treated equally in the entire selection process.
- To ensure transparent processes during recruitment, internal candidates should discuss potential applications with their Line Managers to ensure endorsement of their applications by respective Line Managers.
- CARE Bangladesh participates in the [Inter-Agency Misconduct Disclosure Scheme](#). In line with this Scheme, we hereby request information from candidate's previous employers about any findings of sexual exploitation, sexual abuse and/or sexual harassment during employment, or incidents under investigation when the candidate left employment. All offerings of employment are subject to satisfactory references and appropriate screening checks. By submitting an application, the job applicant confirms their understanding of these recruitment procedures.
- THERE IS NO COST INVOLVED WITH APPLYING FOR POSITIONS WITH CARE BANGLADESH. ANY SOLICITATION OF JOB APPLICATION COSTS SHOULD BE REGARDED AS FRAUDULENT.