

## Public Relation Officer



iDEA Foundation

## Vacancy

1

## Job Responsibilities

- Build strong relationships and networks with colleagues, clients and the media and answer enquiries from the media and other organisations
- Monitor the media, including newspapers, magazines, journals, broadcasts, newswires, social media sites and blogs, for opportunities for clients
- Research, write and distribute press releases to targeted media
- Collect and analyse media coverage
- Write and edit in-house magazines, case studies, speeches, articles and annual reports
- Prepare and supervise the production of publicity brochures, handouts, direct mail leaflets, promotional videos, photographs, films and multimedia programmes
- Devise photo opportunities and coordinate studio or location photography
- Organise events (such as press conferences, exhibitions, open days and press tours), source speakers and seek out sponsorship opportunities
- Maintain and update information on the organisation's website
- Manage and update information and engage with users on social media sites such as Twitter and Facebook
- Prepare regular client reports and attend client meetings
- Foster good community relations through events such as open days and through involvement in community initiatives
- Manage the PR aspect of a potential crisis situation.
- Seminar/Webinar/Zoom Meeting operate and press release, create meeting minutes report.

## Employment Status

Full-time

## Workplace

Dhaka

## Job Summary

**Published on:** 5 January 2023

**Vacancy:** 1

**Experience:** 4 to 5 year(s)

**Age:** Age 30 to 40 years

**Job Location:** Dhaka

**Salary:** Candidate having better qualification may expect higher remuneration.

**Application Deadline:** 20 January 2022

## **Educational Requirements**

- Honors/Master in any subject preferably Journalism from any recognized UGC approved university with minimum second class/division or equivalent GPA/CGPA in all academic examinations.

## **Experience Requirements**

- 4 to 5 year(s)
- The applicants should have experience in the following area(s):

## **Additional Requirements**

- Age 30 to 40 years
- The applicants should have experience in the following areas:
- Using the ICT based tools
- Leadership skills, strong communication and interpersonal skills.
- Monitor organizations marketing activity to build positive impression.
- Interviewing skills
- Ability to work across complex socio-cultural, socio-political and religious contexts
- Must be computer literate, including Microsoft Word, Excel, and Power Point.
- Very good language skill in English and Bangla

## **Job Location**

Dhaka

## **Salary**

Candidate having better qualification may expect higher remuneration.

## **Compensation & Other Benefits**

- Weekly 1 holiday
- Festival Bonus: 2

## **Apply Procedure**

- Send your CV to [waliullah@idea-bd.org](mailto:waliullah@idea-bd.org)