

## Vacancy Announcement

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### Job Title: Communication Manager

**Job Description:** The International Centre for Climate Change & Development (ICCCAD) is seeking a highly experienced and dynamic Communications Manager to lead and coordinate our communications efforts, enhancing our visibility, impact, and outreach. The Communications Manager will be responsible for developing, implementing, and managing a comprehensive communications strategy that aligns with ICCCAD's goals and objectives. The role involves overseeing all aspects of internal and external communications, including media relations, digital communications, and publications.

### Responsibilities:

#### *Strategic Planning and Management*

- Develop a robust communications strategy in line with ICCCAD's mission and visions.
- Lead the communications team, providing guidance, mentoring, and performance management.

#### *Content Creation and Management*

- Oversee the creation of high-quality content for various platforms, including reports, press releases, blog posts, newsletters, and social media.
- Ensure consistency and coherence in messaging across all communications materials.

#### *Media Relations*

- Cultivate and manage relationships with local and international media.
- Proactively pitch stories and manage media inquiries to enhance ICCCAD's profile.

#### *Digital and Social Media*

- Oversee the development and management of ICCCAD's digital presence, including the website and social media channels.
- Implement digital marketing strategies to increase engagement and reach.

#### *Publications and Outreach*

- Manage the production of ICCCAD's publications, ensuring timely delivery and high quality.
- Coordinate and support the dissemination of research findings and policy recommendations.

#### *Event Management*

- Lead communications efforts for key events, including conferences, workshops, and seminars.
- Develop promotional materials and coordinate media coverage for events.

#### *Stakeholder Engagement*

- Facilitate effective communication and engagement with stakeholders, including partners, donors, and the public.
- Represent ICCCAD at external events and forums as required.

#### *Monitoring and Evaluation*

- Monitor and evaluate the effectiveness of communications activities.
- Provide regular reports and insights to the executive team on communications performance and impact.

**Requirements:**

- A Master's degree in Communications, Public Relations, Journalism, Environmental Studies, or a related field
- Minimum of 7 years of professional experience in a communications role, preferably within the climate change, environmental, or development sectors
- Proficiency in digital communications, including social media management and content creation.
- Exceptional written and verbal communication skills.
- Proven experience in developing and implementing successful communications strategies.
- Demonstrated understanding of climate change issues and sustainable development.
- Ability to work in a multicultural and interdisciplinary environment.
- Strong network of media contacts within the climate change and development sectors.
- Experience with donor communications and reporting.

**Contract:**

- Initial full time (40 hours/week) contract of 1 year, with the possibility of extension based on performance
- Location: Dhaka, with frequent field visits around the country as per program requirement
- Monthly gross salary and other benefits as per organization policy
- Reporting line: Project Manager

Potential candidates meeting the above requirements are requested to [apply](#) by June 25, 2024. ICCCAD is an equal-opportunity employer and encourages all qualified candidates to apply. Female candidates are strongly encouraged to apply.