


OFFICE TO LET

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OFFICE SPACE MEASURING 12000SFT 3000SFT IN EACH FLOOR AT RAHAT TOWER, 14, BIPONON C/A, LINK ROAD, BANGLA MOTOR, DHAKA IS AVAILABLE ON RENTAL TERMS AS A WHOLE/FLOORWISE SITUATED WITHIN THE COMMERCIAL VICINITY OF TWO FIVE STAR HOTELS. INTERESTED CONCERNS MAY CONTACT-ANWARUL HUQ. 01817-081031.

JOB OPPORTUNITY

with Concern Worldwide Bangladesh



Concern Worldwide is a non-governmental, international, humanitarian organisation dedicated to the reduction of suffering and working towards the ultimate elimination of extreme poverty in the world's poorest countries.

Our Mission is to enable absolutely poor people to achieve major improvements in their lives which are sustainable without ongoing support from Concern.

Today in partnership with local and international organisations, Concern engages in long term development work, responds to emergency situations, and seeks to address root causes of poverty through advocacy in our health, education and livelihoods security programmes.

Concern worldwide is moving into an exciting new phase in our work in Bangladesh. We are looking for dynamic and motivated individuals to work with us: tackling poverty using innovative approaches and strong partnerships. Join us to make a difference in Bangladesh.

DOCUMENTATION AND ADVOCACY COORDINATOR (EDUCATION)-01

This position will be based at Dhaka head office.

Main Roles and Responsibilities of the position:

- Publication of advocacy materials including newsletter, brochures, short documentaries, cases study, etc.
- Assist in developing communication and advocacy strategy of the education programme.
- Organize and facilitate meetings and workshops to disseminate lessons learned to national and international stakeholders.
- Tracking and identifying the advocacy issues related to the education and bringing issues to the national level, when appropriate.
- Prepare the technical unit report on a quarterly basis and prepare presentations as required.

Requirements:

- Masters in education preferably in Journalism or Social science.
- Minimum 5 years working experience in the development sector especially in documentation and advocacy field.
- Experience in working with publications of journals and other print materials.
- Familiarity with advocacy tools and demonstrated advocacy skills.
- Excellent interpersonal, communication skills.
- Good command over English (verbal and written).
- Computer skills in MS Word, Excel, PowerPoint and internet are essential.

We particularly encourage female applicants for this position

We offer: An excellent working environment with a competitive salary (33,000 - 53,000) and a challenging career progression opportunity.

How to apply: If you meet the above requirements for any of the above positions, please send a resume together with a covering letter indicating the position you are applying for and why you think you are a suitable candidate for the position, a copy of a recent passport size photograph and names and addresses of three referees by 20 March 2007 to: Human Resources Department, Concern Worldwide Bangladesh, G.P.O. Box. 650, Dhaka - 1000.

Please mark the envelope with the position applied for. Any canvassing will result in the withdrawal of an application. Due to the volume of applications, only short listed candidates will be called for interview.

Concern values diversity in the workplace and is a committed equal opportunity employer. We encourage applications from all suitable candidates regardless of gender, race, family or marital status, ethnicity, age, sexual orientation, disability, class, caste or religion.

For more details on Concern's work visit Website: www.concern.net