

REGIONAL MANAGER - COMMUNICATIONS



SWISS
FOUNDATION
FOR TECHNICAL
COOPERATION

We create opportunities

We are a leading organisation for the implementation of international development projects. We promote inclusive economic, social, and ecological development to make an effective contribution towards sustainable and widespread prosperity in developing and emerging economies.

Swisscontact is looking for a self-motivated and talented “Regional Manager - Communications” to lead and coordinate its communications work in Bangladesh, Nepal, and Myanmar.

Employment start: As soon as possible.

Contract duration: Initially 1 (one) year (contract may be renewed based on performance).

Place of work: Bangladesh or Nepal (position will be advertised in both countries).

No. of Position: 01

Purpose of the Job: Regional Manager - Communications will work under the supervision of the Director – South Asia and act as the main focal point for communications work across Bangladesh, Nepal, and Myanmar. S/he will have the overall responsibility for designing, executing, and monitoring the impact of communications strategies, activities, and campaigns in support of Swisscontact’s work in these countries.

S/he will articulate compelling narratives on the development impact of Swisscontact’s programmes and operations working closely with the programme

teams, as well as management teams in each country. S/he will engage with and provide guidance to the Director – South Asia, Country Directors, Head of Portfolio and Team Leaders of programmes on communications, branding and positioning of Swisscontact. S/he will contribute to content development initiatives and campaigns, and proactively develop relations with key media and external stakeholders and manage all digital communications.

Roles and Responsibilities:

- Proactively manage all internal and external strategic communications for Bangladesh, Nepal, and Myanmar, in collaboration with portfolio and programme teams and Swisscontact Head Office in Zurich, and ensure that high quality, strategic communication plans are consistently implemented.
- Act as the gatekeeper for information dissemination and usage of templates and modes of communication. This includes ensuring clarity, accuracy, relevance, and engaging narratives in all materials that are produced.
- Increase Swisscontact’s presence in media and foster a better understanding of Swisscontact’s work among stakeholders in Bangladesh, Nepal

and Myanmar through developing media contacts and promoting newsworthy content and narratives in local, regional, international publications and internal and external digital platforms, including social media.

- Design and promote knowledge products and branding campaigns by working closely with the programme teams to demonstrate Swisscontact's development impact and brand in the region.
- Work closely with the programme teams in writing creative and engaging features and human-interest stories and other materials for internal and external publications.
- Advise senior management teams on the implications and risks for the organizations when choosing between certain communication strategies.
- Support programme teams to develop and review communications strategies, and organize innovative events, promotions, and campaigns.
- Guide and support the programme teams to ensure all content is publication-ready.
- Mentor and coach communications focal persons from different programmes across the three countries.

Educational Qualification & Experience: At least a bachelor's degree (master's degree preferred) in Media & Communications, Journalism, International Relations, Political Science, Development Studies, or any other relevant discipline with minimum 8 years of progressive professional experience in similar role(s) preferably in INGOs and multinational companies. The ideal candidate will be an excellent communicator, with brilliant writing, presentation, and organizational skills.

Core Competencies and Additional Requirements:

- Strong knowledge of strategic communications.
- Strong understanding of reputational risk and branding and can craft strategic, high-level company positioning in the market.
- Sound working knowledge of digital media, including social media platforms and processes with experience in creating and sharing digital content.
- Strategic vision and sound judgement.
- Excellent verbal and written communication skills in English and Bangla with the ability to convey complex messages succinctly.

- Excellent computer literacy in MS Office programmes (specifically Word, Excel, PowerPoint, and Outlook).
- Leadership and management skills.
- Ability to work productively in collaborative setting, and working independently with limited or no supervision.
- Excellent analytical, negotiation, decision making, and problem solving skills.
- Attentive to details and quality of work.
- Committed to Swisscontact's core values.
- Demonstrates awareness and sensitivity to gender and diversity (including sensitivity towards people with disability).
- Willing and able to travel in country and the region, sometimes under short notice.

Swisscontact offers attractive working conditions in an international and multicultural context. We see our work as a joint effort in an agile organizational culture: mutual respect, trust, and teamwork.

Application details:

Please email your application form along with a cover letter (elaborating your competencies for the position and expected salary) to sai.jobs@swisscontact.org addressing **Head of Business Administration**, Swisscontact South Asia.

Email Subject: *Regional Manager-Communications*

Application submitted without using the assigned job application form and a cover letter (elaborating your competencies for the position and expected salary) will not be accepted.

The job description and the application form can be downloaded from our website: <https://www.swisscontact.org/en/countries/bangladesh/jobs>. Please mention the exact title of the position in the "subject line" of your email. Applications must be submitted on or before **2 May 2022**.

Only short-listed candidates will be contracted for the final selection process.

Swisscontact is an equal opportunity employer. We strongly encourage female professionals to apply.