

Terms of Reference

22 August 2023

Position:	Project Officer
Project Name:	Displacement and Dialogue Asia
Location:	Bangladesh
Assignment period:	01 st January 2024 - 31 st December 2024
Availability:	130 days as project officer per year and up to 70 days as trainer/mentor/moderator per year (= 16 to 17 days a month)
Languages required:	English & Bangla/Chittagonian or Rohingya language (mandatory)
Expected starting date:	1 st January 2024

I. Background

Introducing DW Akademie

DW Akademie is Deutsche Welle's center for international media development, journalism training and knowledge transfer. Our projects strengthen the human right to freedom of expression and independent decisions based on reliable facts and constructive dialogue.

DW Akademie enables people throughout the world to make decisions based on independent information, reliable facts and constructive dialogue. We stand for free media, free expression and free societies worldwide.

Project Displacement and Dialogue Asia

DW Akademie supports displaced people and migrants in Asia, enabling them to exercise their right to access to information and freedom of expression. In Cox's Bazar, we support partners who work with Rohingya and Bangladeshi community volunteers. They are mentored to develop community communication skills. We also provide capacity-building for local journalists in Cox's Bazar as well as national and international journalists.

II. Scope of work

The applicant will have the following duties and responsibilities:

- Supporting project and cooperation partners in the district of Cox's Bazar to implement the project "Displacement and Dialogue", including administrative and accounting tasks as well as monitoring and evaluation
- Mentoring and training of community volunteers in the district of Cox's Bazar, especially women
- Supporting audio-visual production and ensuring quality

- Conducting journalistic trainings and mentoring, especially for women
- Helping to organize and (co-)moderate live events
- Fostering cooperation with local, national and international organizations in Cox's Bazar
- Research and documentation
- Regular communication with colleagues in Bangladesh and reporting to HQ in Germany

Other duties and responsibilities beyond the ones mentioned above may be required in the course of the project.

III. Requirements and Qualifications

Mandatory

- Fluency in Chittagonian or Rohingya language
- University degree in business administration or a related field
- At least 4 years of work experience in refugee contexts, ideally in Cox's Bazar
- At least 4 years of work experience in media development cooperation
- At least 4 years of work experience in journalistic training
- Journalistic experience in radio, TV and online
- Work experience in audio and video editing
- Ability to work under pressure and to tight deadlines.
- Availability to travel to the refugee camps several times a month.

Desirable

- Strong professional network in Cox's Bazar and beyond
- Work experience with project administration based on German procurement law

Other requirements:

- The PO will mostly work from home and needs to have access to reliable internet.

IV. How to apply (requirements)

Applications shall be made in writing and provide the following:

- Letter of application, clearly stating your motivation to apply for this position
- Curriculum Vitae (CV)
- The most recent educational and work-related certificates

Please submit your application in electronic form to dw-akademie.asia-displacement@dw.com.

The deadline is 6th September 2023, 8 p.m. Bangladesh time

Please send all required documents in one PDF for submission.

The size of the attachment should be limited to max. 3 MB.