

April 29, 2024

Terms of Reference: DW Akademie is looking for a Project Support (f/m/d) in Dhaka/Bangladesh starting June 15, 2024 (irregular task assignment), on invoice basis

Assignment:	Project Support
Project Title:	“Freedom of Expression and Media Development in Asia: Journalism of the Future”
Location:	Dhaka/Bangladesh
Assignment period:	June 15, 2024 – December 31, 2024
Availability:	Assignments will be commissioned on an irregular basis, according to need
Schedule:	Individually agreed with DW Akademie supervisor
Working Language(s):	Bangla, English
Earliest starting date:	June 15, 2024 (negotiable)
Contract:	Direct contract with DW Akademie’s headquarters in Germany

I. Background

DW Akademie is Deutsche Welle’s centre for international media development, journalism training, and knowledge transfer. Our projects strengthen the human right to freedom of expression and to independent decision making based on reliable facts and constructive dialogue. We stand for free media, free expression, and free societies worldwide.

Project

The project “Freedom of Expression and Media Development in Asia: Journalism of the Future” (2024-2026) addresses challenges arising from changing media ecosystems, both in Bangladesh and the region. It is funded by Germany’s Federal Ministry for Economic Cooperation and Development (BMZ). The project line in Bangladesh builds on many years of collaboration with universities, students of journalism and mass communication, as well as young media professionals.

II. Scope of work

The commission includes the following duties and responsibilities, as required in the course of the project:

- Work with DW Akademie's local team in Bangladesh and at headquarters in handling project logistics (incl. acquisition of hotel rooms, workshop facilities, catering, transport and local services for trainings and other activities).
- Prepare comparative offers for activity-related logistics services.
- Support in preparing financial reports (collect receipts, explanations, translate bills from Bangla to English/German).
- Collecting/scanning/project-relevant documents such as feedback forms, photographs of events, press clippings.
- Translation of project-relevant documents from Bangla into English.
- Occasionally consecutive interpretation from Bangla into English for German staff.

Additional duties and responsibilities may be required in the course of the project.

III. Requirements and Qualifications

Mandatory

- Prior professional experience in administration, preferably in the field of development cooperation/project implementation;
- Excellent knowledge of administrative work, essentials in book-keeping and reporting of expenses; well-versed with MS Office including Excel;
- Communicative skills with local and international partners;
- Excellent Bangla/English skills (Written/oral), knowledge of German is an advantage;
- Professional experience with consecutive interpretation (English <> Bangla) and translation of receipts and texts for reporting.

Desirable

- Sound knowledge of the media and media education sector in Bangladesh.
- Familiarity with German development cooperation instruments and strategies.

IV. How to apply (requirements)

Applications for the assignment shall be made in writing and provide the following:

- Letter of application, including your desired rate per day in EUR (all required local taxes and legal fees are included and are the responsibility of the contractor).
- Curriculum Vitae (CV).

Please submit your application in electronic form to dw-akademie.bangladesh@dw.com. The deadline for submission is **May 15, 2024**. Please send all required documents in one PDF file. The size of the attachment should be limited to max. 3 MB. Interviews with short-listed candidates will take place online during the last weeks of May 2024.