

## Vacancy Announcement

### Senior Communications Officer

The BRAC James P Grant School of Public Health (JPGSPH) at BRAC University was established in 2004 as an educational and research institution focusing on the integral areas of teaching, research, and services. The goal of the school is not only to impart knowledge but also to act as a centre of excellence in knowledge creation through research and training that connects with practice.

Webpage Link for more details: <https://bracjpgsph.org/career>

BRAC JPGSPH is seeking a skilled and dynamic **Senior Communications Officer** to join our in-house communications team.

#### Purpose:

This role is ideal for someone who can translate complex public health research into clear, compelling content for diverse audiences — including renowned researchers, public health practitioners, academicians, policymakers, donors, and postgraduate students.

The successful candidate will work closely with project teams, and the communications unit to produce high-quality outputs such as research briefs, blog posts, op-eds, website content, and reports. This is a unique opportunity to help amplify the impact of public health research through strategic storytelling and evidence-informed messaging.

#### Key Responsibilities:

- Interpret technical study findings and convert them into accessible formats including summaries, briefs, blog posts, and infographics.
- Draft and edit content for institutional reports, newsletters, brochures, and digital platforms.
- Collaborate with the relevant teams on developing press releases, media pitches, and commentary in response to research outputs.
- Support the planning and maintenance of the communications content calendar, especially around research publications and milestones.
- Interview researchers and provide copywriting/editing support to prepare their work for publishing and dissemination.
- Maintain an organized digital archive of key communications outputs linked to institutional research and projects.

#### Qualifications & Experience:

- Master's degree in marketing, communications, journalism, or a related field
- Minimum 3 years of experience in communications focused role, preferably in research, public health, academia, or policy-focused fields
- Exceptional writing and editing skills, with an ability to synthesize complex concepts
- Working knowledge of digital platforms (e.g., website, email tools, social media)

- Design literacy (e.g., familiarity with data visualization principles)
- Ability to manage multiple content streams and remain disciplined with deadlines

**Salary:** Negotiable. A competitive salary can be offered to highly deserving candidates.

**Benefits:** Festival Bonus, Earned Leave Encashment, Health and Life Insurance, Increment on annual appraisal, and others as per policy along with career progression opportunity.

**How to apply:** All interested candidates are advised to submit the application through email at: [recruitment.sph@bracu.ac.bd](mailto:recruitment.sph@bracu.ac.bd) on or before **3 May, 2025**. Please mention the following in the subject line of your email: **Job Application for Senior Communications Officer**

Only shortlisted candidates shall be invited for the interview. All tests & interviews will be held in Dhaka.  
We are an equal-opportunity employer and encourage applications from qualified women and minority candidates.

The Organization reserves the right to make an appointment at a grade lower than advertised.  
BRAC JPGSPH regrets to inform you that it is not liable to reply to all the submitted applications.