



**Partners in Population and Development (PPD)**  
An Inter-Governmental Organization  
Promoting South-South Cooperation

## **JOB DESCRIPTION**

Title : **Program Associate (Advocacy, Communication & Knowledge Management)**

Location : Dhaka, Bangladesh

Assignment Length : Three year contract (renewable)

Position reports to : Senior Program Officer

### **Background:**

Partners in Population and Development (PPD) is an Inter-Governmental Alliance of 27 developing countries with a mission to expand and improve South-South Collaboration in the fields of Reproductive Health, Population and Development. PPD Secretariat is located in Dhaka, Bangladesh having Permanent Observer Status at the United Nations and Diplomatic Status in Bangladesh.

### **Job Objective:**

To promote and convene policy dialogues to ensure that countries achieve development commitments towards the ICPD PoA and SDGs through the development and implementation of an innovative advocacy and communication strategies to further South-South Cooperation through sharing of information, best practices and experiences. The person will specifically ensure that appropriate information, resources are timely sought, developed, and disseminated to the relevant stakeholders audiences and sharing of best practices and experiences through reports, newsletters, briefs, publications and other state of the art communications. The Program Associate (Advocacy, Communication and Knowledge Management) will contribute to the overall PPD's program development and implementation.

### **Major Responsibilities:**

1. Implement annual targets of Advocacy, Communication and Knowledge Management target in line with PPD's strategic plan.
2. Develop information package for the promotion of PPD activities and network with key stakeholders to ensure PPD's visibility.
3. Oversee both internal and external communication activities including development of communication materials.
4. Support and develop communication and advocacy outreach activities of international forum of South South Cooperation.
5. Develop the contents for the PPD website and social media channels.
6. Establish and maintain good relations with national and international media and journalists.
7. Strengthen PPD Secretariat's knowledge management and communication system, database of resources and contacts.
8. Coordinates with member countries and stakeholder on Advocacy, communication and knowledge Management activities.
9. Follow up with PPD member states and stakeholders to ensure that commitments taken by Member states and development partners at PPD meetings and elsewhere are translated into concrete actions
10. Perform other duties as required.

### **Required Qualification and Experience:**

1. Bachelors in Social Science/Mass communication or any other discipline from any recognized university with minimum 2nd division/class or equivalent GPA/CGPA in all academic examinations. A Master's Degree will be an advantage.
2. At least 3 years' experience in Advocacy, communications and knowledge management related work.
3. Computer fluency in Microsoft Office Application, Internet, Social Media sites, etc.

4. Good written and oral communication skills, conveying messages to different audiences using diverse channels of communication; excellent English language ability (of publication standard).
  5. Good analytical, project management and programme implementation skills.
  6. Flexibility, creativity and effectiveness in working collaboratively in a multi-cultural team.
  7. Proactive approach to meeting deadlines and delivering results with limited supervision
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Interested candidates matching the requirements are requested to submit their applications along with detailed CVs by 05 April 2023, addressed to:

**The Officer-in- Charge**

Partners in Population and Development (PPD)

Plot- 17 B & C, Block- F, Agargaon Administrative Zone, Sher-E-Bangla Nagar, Dhaka- 1207

Email: [jobs@ppdsec.org](mailto:jobs@ppdsec.org)

PPD is an equal opportunity employer. Female candidates are encouraged to apply.

Only the short-listed candidates will be contacted for interview.