

Job Circular



Position: Communication Officer

Vacancy: 01 (Only for female)

Age: 30 to 50 years

Salary: 25,000 BDT Monthly (Have opportunity to discuss for highly qualified applicants)

Experience: Minimum 5 years of relevant working experience in NGO sector

Education: Minimum Masters in Social Science/English/MBA or other relevant subject

Requirements:

- Good writing and speaking skill in English
- Computer skills
- Fully comply with the WADA Code of Conduct, Child protection, Gender and Safeguarding Policy.
- Be able and willing to respond to emergency situations when needed.

Job Location: Bagerhat

Responsibilities:

- Communication with donors and stakeholders
- Keep detailed records of donor interactions and feedback
- Develop and implement a communication plan for the organization which will achieve the goals for sustainable funding.
- Any other relevant works as assigned by the authority

Compensation & Other Benefits

Mobile bill, yearly 2 festival bonus equivalent 1 month salary

Employment Status

Full time, first 3 months provisional period. After successful completion of the probation period, based on the performance of the employ and recommendation from the line manager, the position will be continue.

Read before apply:

Only female candidates are encourage to apply. Only short-listed candidates will be called for interview. The person accused of child and women abuse, violation of safeguarding policy, terminated for any kind of fraud, active political activist or supporter and the peoples who are involved in terrorism in any way are requested not to apply. WADA reserved the authority to accept/reject any application and to add / relax the terms of the recruitment notice and cancel the appointment of a candidate at any time after her appointment if she has given false information or concealed the truth in any case.

Apply Procedure:

Qualified and interested applicants can be apply only through email jobwadabd@gmail.com on or before **25 August 2026**