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| BRAC Bank Limited, pioneer in SME Banking, delivers a full array of banking services to individuals as well as businesses. Our financial results along with country-best credit rating & multiple best financial report awards reflect our aspiration, transparency and teamwork. While we thrive in the present, we simultaneously invest for future – upgraded core banking system in Finacle 10, first local bank to rollout Oracle ERP, process alignment with best practices and many more. However, this feat of providing a comprehensive range of solutions to its millions of customers would not be possible without our diversified business model and unmatched network of 186 Branches, 448 ATMs, 456 SME Unit Offices, 99 Agent Banking Outlets, 11 Regional Operations Office and 224 remittance delivery points.To support its continuous business growth, BRAC Bank is currently looking for ambitious, smart, goal-oriented, enthusiastic individuals for the following position in Communications Division:**Senior Manager, Internal Communications** **Employment Type:** Full Time Employment **Job Grade:** AVP - FAVP **Job Location:** Dhaka**KEY RESPONSIBILITIES*** Establish an internal communications strategy for catering the needs of all employees and stakeholders;
* Ensure organizational initiatives and projects are successfully communicated to employees and stakeholders;
* Plan, edit and write content for a variety of internal communications mediums, such as a staff intranet, bulletins/newsletters, regular email; may also be required to work on the layout of the content;
* Keep the Brac Bank clients on the social media updated on the progress of the bank and answer their queries;
* Use social media to communicate with the employees internally;
* Deliver presentations at organizational events, such as the company’s AGM/CEO’s presentations;
* Draft messages or scripts from senior executives for presentation to employees in written or spoken form;
* Ensure internal communications messages are consistent across all mediums and for different divisions/departments;
* Ensure internal communication messages are consistent with external communication messages;
* Respond to feedback from staff and adjust communications content accordingly;
* Handle the internal communication response to crisis situations which affect organizational perception and reputation;
* Advise senior executives of developments throughout the bank, either face to face or through regular written communication;

**KEY QUALIFICATIONS*** Masters / Bachelor’s degree in Journalism, Communications, Public Relations or Marketing from reputed university with satisfactory academic record will get preference;
* At least 5 years of experience in Communication, especially in banks;
* Experience in a communications team, especially in internal communication, for a large organization, is most sought after. But experience of writing for a variety of different audiences is also desired
* Excellent writing, editing and proofreading skills as well as the journalistic ability to source stories from the employees in both Bangla and in English;
* Strong speaking skills in both Bangla and in English as candidate will likely to be called on to give presentations to employees;
* Good interpersonal and relationship-building skills in order to work with communications;
* Creative ability to devise communication strategies. Familiarity with information technology, especially digital and video means of communication, is essential;

**FEMALE CANDIDATES ARE HIGHLY ENCOURAGED TO APPLY**Only short listed candidates will be called for the interview as per recruitment process. BRAC Bank reserves the right to accept or reject any application without assigning any reason whatsoever. If you are interested to take this challenge, then please 'Apply Online' in www.bdjobs.com to send your Résumé with a recent passport size photograph along with NID number (mandatory) **BRAC Bank does not charge any fee at any stage of the recruitment process.**Please note that BRAC Bank is an equal opportunity employer. Any form of persuasion will disqualify the candidature. Application Deadline: July 22, 2019**BBL-Logo-with-Astha-Obichoalhttp://hotjobs.bdjobs.com/jobs/asiaticmindshare/footer-logos-79.jpg** |