JOB CIRCULAR
BURO BANGLADESH

POSITION NAME: CONTENT WRITER – ASSISTANT MANAGER / MANAGER

Media and Communications
Employment Type: Permanent
Job Location: BURO Bangladesh Head Office, with frequent field visits across Bangladesh.

ABOUT THE POSITION

BURO Bangladesh is looking for a creative, research-oriented and skilled Script & Content Writer to join its Media and Communications team. The ideal candidate should have strong writing, editorial and storytelling abilities, with expertise in transforming development initiatives, field experiences and organizational achievements into compelling content for digital, print and audiovisual communication.

KEY RESPONSIBILITIES

- Develop engaging scripts, voiceovers and storyboards for documentaries, audiovisual productions, digital videos and communication campaigns.
- Write, edit and proofread high-quality content for annual reports, publications, websites, social media and promotional materials.
- Translate complex development issues, operational information and field experiences into clear, accessible and audience-focused narratives.
- Conduct field visits, interviews and research to document impact stories, case studies and program achievements.
- Capture basic photographs and video footage during field visits to support content development when required.
- Collaborate with strategic planners, project coordinators and creative teams on campaign concepts, content strategies and visual storytelling.
- Support audiovisual production through creative direction, post-production feedback and editorial review.
- Develop and adapt content for different platforms while maintaining accuracy, editorial quality and organizational consistency.

EXPERIENCE

- Minimum 2–3 years of relevant professional experience in content writing, scriptwriting or related fields.
- Strong portfolio showcasing creative storytelling, editorial writing, audiovisual scripts and digital and print content development.
- Experience in NGOs or development organizations will be an added advantage.

EDUCATIONAL QUALIFICATIONS

- Bachelor's or Master's degree in Mass Communication and Journalism, English, Media Studies, Development Studies or a related field.

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TECHNICAL AND WRITING SKILLS

- Excellent writing, editing and storytelling skills in both Bangla and English.
- Strong scriptwriting and storyboarding skills for documentaries, voiceovers and digital video content.
- Proficiency in research, interviewing, fact-checking and field-based storytelling.
- Ability to simplify complex development, microfinance and operational topics into engaging content.
- Strong understanding of digital content development, social media communication and campaign ideation.
- Knowledge of audiovisual production, basic photography, videography and post-production processes.
- Proficiency in generative AI tools and prompt engineering for research, creative ideation and content development.
- Strong editorial judgment, attention to detail and understanding of organizational communication standards.

SALARY & BENEFITS

- Competitive salary and benefits as per organizational policy
- Three festival bonuses, contributory provident fund and gratuity.
- Professional development and career growth opportunities.

How to Apply

Interested candidates are requested to email their updated resume, **2–3 writing samples, and portfolio link** to **jobs@burobd.org** by **18 November 2026, 11:59 PM** (Bangladesh Time).

Email Subject: Application for Content Writer – Assistant Manager / Manager.

Please Note: Writing samples or a portfolio link are mandatory. Submissions should include relevant examples of Bangla and English writing, such as published articles, impact stories, audiovisual scripts or institutional publications.

"BURO BANGLADESH IS AN EQUAL OPPORTUNITY EMPLOYER"