

JOB ANNOUNCEMENT

Position	Communication and Media Programme Manager
Location	Bangkok, Thailand
Starting date & employment duration	<ul style="list-style-type: none"> • Starting date: 1 July 2020 • 2-year contract with possibility of renewal, subject to a satisfactory performance assessment during the three-month probation period
Salary & Benefits	<ul style="list-style-type: none"> • USD 40,950 per annum (USD 3,150 per month + 13th month salary) • Health, Dental and Accidental Insurance
Closing date	8 May 2020, midnight Bangkok time (UTC+7)
Interview Dates	Between 18 May and 22 May 2020

About the Organisation and the Programme

The Asian Forum for Human Rights and Development (FORUM-ASIA) is a membership-based regional human rights organisation founded in 1991 with the mission to promote and protect all human rights, including the right to development, through collaboration and cooperation between human rights defenders and organisations in Asia.

At present, it has 81 member organisations across 21 countries in Asia working on a wide range of issues related to human rights, democracy, and development in their respective countries. Its regional Secretariat is located in Bangkok, Thailand, and it has offices in Jakarta, Geneva, and Kathmandu.

FORUM-ASIA is committed to building a peaceful, just, equitable and ecologically sustainable community of peoples and societies in Asia where all human rights of all individuals, groups and peoples—in particular, the poor, marginalised and discriminated peoples—are fully respected and realised in accordance with internationally accepted human rights norms and standards. It advocates human rights issues through engagement with Governments, inter-governmental organisations and the United Nations for the better promotion and protection of all human rights.

FORUM-ASIA has special consultative status with the United Nations Economic and Social Council (ECOSOC).

The Communication and Media (CM) Programme works on internal and external communication to maximise the organisational outreach to its members, partners and outside audiences, through traditional and social media strategies, publications and other communication tools. The primary role of the programme is to create a larger constituency for human rights issues in Asia.

Position Detail:

The Communication and Media Manager will raise the profile of FORUM-ASIA by executing strategic media plans at the national, regional and global levels, using the appropriate offline and online channels, and working with and through FORUM-ASIA's member organisations and partners across Asia.

The Communication and Media Manager shall work closely with FORUM-ASIA Programmes located at the secretariat and across sub-regional offices. The incumbent reports to the Executive Director and Senior Management Team and is expected to carry out all tasks diligently and with utmost professionalism at all times.

Duties and Responsibilities

1. Plan, implement and lead media relations strategies to improve the awareness and perception of FORUM-ASIA and its member organisations in Asia.

- a. Develop media strategies in line with FORUM-ASIA's key focus areas, release of publications and other activities.
- b. Pitch stories to national, regional and global media channels.
- c. Manage media interviews including conducting research, preparing media responses and preparing media FAQs.
- d. Establish positive relationships with the local and international media in Asia, acting as the primary focal point for media relations.
- e. Work with the Senior Management Team (SMT), FORUM-ASIA Programmes and FORUM-ASIA member organisations to produce timely media outputs for local and international distribution.
- f. Prepare and distribute media invitations and manage the media at events.

2. Plan, implement and lead social media campaigns and strategies to achieve FORUM-ASIA's objectives.

- a. Develop social media strategies in line with FORUM-ASIA's events, activities and other objectives as identified.
- b. Develop and manage content on FORUM-ASIA's website and social media platforms in a timely and efficient manner, using available tools
- c. Manage FORUM-ASIA's image and video database

3. Create content for publications

- a. Act as the focal point for FORUM-ASIA on all relevant publications-related matters.
- b. Support publications needs of member organisations where appropriate.
- c. Create and edit content for publications including brochures, flyers and leaflets as and when needed.
- d. Liaise with relevant agencies on production of publications

4. Internal Communications

- a. Develop and monitor a monthly online newsletter.
- b. Draft the Executive Director's monthly newsletter note.
- c. Prepare presentations as directed by the Executive Director/ SMT

- d. Produce monthly communications and media reports for the Executive Director/SMT.
5. Represent FORUM-ASIA at meetings/ events/ activities as required by the Executive Director.
6. Oversee organisational efforts on digital security in coordination with programmes across the secretariat.

Basic Qualifications and Selection Criteria

Applicants should have:

Education:

- Bachelors' degree or higher in communication, journalism, public relations or equivalent work experience; and/or
- Minimum five years' experience with a proven track record in developing and implementing effective online and offline media strategies

Competence:

- Must have strong media connections at national, regional and global level.
- Mature personality; ability to work in a multicultural setting and a demanding working environment with cross-programme, cross-country coordination;
- Self-motivated, disciplined, positive attitude, flexibility in thinking and multi-tasking ability;
- Ability to work under pressure and manage team's deadlines;
- Strong technical aptitude and expertise with MS office tools (including knowledge of Microsoft Office suite of products: Word, Excel, PowerPoint) as well familiarity with software including Pixlr, Canva, Photoshop and Illustrator.
- Manage, train, motivate and supervise a small team with clarity and professionalism.

Experience:

- Minimum of five years' work experience in the field of communications or a related human rights field—preferably both at national and regional/international levels;
- Preferably a minimum three years' of work communication/editorial experience in organisation/programme/ project management in a regional/ international NGO;
- Well versed in key aspects of organisation communication and media relations;
- Familiarity with online communications, including web development and content development writing for the websites;
- Understanding the overall socio-political situation as well as human rights situation in Asia.

Skills:

- Excellent interpersonal and communication skills both in oral and written English;
- Excellent editing skills;
- Strong communication, research and analytical skills and the ability to rapidly analyse and integrate diverse information from varied sources;
- Excellent creative/journalistic writing skills and a creative approach to communications;
- Strong ability to harness and maintain good relations with media agencies and other relevant institutions and civil society organisations.

Application Procedure

Interested applicants are requested to fill in the **Job Application Form** and return the form by email together with a **self-introduction letter** and **two recommendation letters** (both in .pdf format) to **applications@forum-asia.org** before **08 May 2020**, midnight Bangkok Time (UTC+7), stating **“Communication and Media Programme Manager Application_ Your Full Name”** in the subject line. Please note that late applications will not be considered.

Successful candidates will be contacted for an interview to be conducted in Bangkok or via Skype. The interview will include a written and/ or a practical test.