

## **Job Vacancy: Media Officer**

ASEAN Parliamentarians for Human Rights (APHR) is a network of progressive current and former lawmakers in Southeast Asia who use their unique position to promote human rights and democracy in the region.

The APHR Secretariat is looking for a talented and creative Media Officer to join its team, to be based in Bangkok or another Southeast Asian capital.

### **Primary Duties and Responsibilities:**

Working with the Media and Advocacy team and the Communications Officer, the Media Officer manages the development and delivery of APHR's media strategy and outputs (including messaging, press releases, and opinion pieces) and advises parliamentarians on their own public advocacy.

### **Media Management:**

- Actively monitor human rights-related developments in Southeast Asia and suggest timely and creative media responses;
- Generate media coverage in international, regional, and national media for APHR in order to build its profile in the region;
- Develop a network of regional and international media contacts and strengthen distribution lists;
- Draft, edit, and proofread press releases, op-eds, and other advocacy materials targeted at regional and international media;
- Support the Media and Advocacy Team in developing messaging around key regional human rights issues;
- Respond to inquiries and connect press with APHR members, arranging briefings and interview logistics;
- Organise press events and press conferences when necessary; and
- Track media coverage, producing coverage impact reports and contributing to monitoring and evaluation of APHR's advocacy efforts.

### **Other tasks:**

- Offer support and coordinate closely with the Communications Officer in APHR's digital presence through its website and social media platforms, and in managing the day-to-day content on APHR's social media channels.
- Develop and produce content for APHR's [podcast channel](#) in collaboration with the Advocacy and Campaigns Officer and the Communications Officer;

- Manage the editorial production of internal APHR documents, including donor reports; and;
- Carry out other duties as required.

**Reporting:**

The Media Officer will report directly to the Media and Advocacy Director.

**Skills and experience:**

- University degree, preferably in the field of journalism, communications or a related field;
- At least three/four years of relevant experience in journalism and/or communications in a similar role;
- Solid understanding of political, democratic, and human rights issues in Southeast Asia;
- Strong knowledge of international, regional and national media across traditional and digital platforms, with an established network of media contacts;
- Excellent writing skills with a track-record of producing different types of high-quality media outputs, including press releases and op-eds under strict deadlines;
- Experience with managing social media platforms and channels;
- Experience in developing and implementing successful media and social media strategies and campaigns;
- Strong communications and interpersonal skills;
- A willingness to travel regularly throughout the Southeast Asia region;
- Fluency in written and spoken English;
- (Desirable) Knowledge of graphic design software and experience in developing content – including infographics and visual content – for digital channels;
- (Desirable) Knowledge of videography and video editing, and experience in producing broadcast-quality videos for online platforms;
- (Desirable) Experience in producing podcast content; and
- (Desirable) Fluency in a regional Southeast Asian language.

**Working Conditions / Salary and Benefits**

- The position will ideally be based in Bangkok but can be negotiated to be based in another Southeast Asian capital.
- APHR operates on a standard five-day work week but staff may be required to work some evenings and weekends to monitor program activities and when on missions. Days in lieu will be provided for non-standard workdays.
- The starting salary package is at USD 2,500 after local taxes with health benefits, communications, and social security allowance.
- An initial contract will be for 12-months, with a three-month probationary period.
- APHR does not cover costs associated with relocation.

**How to apply**

Deadline for applications: 21 August 2022. Send your CV/resume, cover letter and two published writing samples to **jobs@aseanmp.org** with the subject heading “**Application: Media Officer Position**”. Apologies in advance that only shortlisted candidates will be contacted.

*APHR is an equal opportunity employer, committed to diversity and inclusion within its workforce and encourages qualified candidates of all genders and national, religious, and ethnic backgrounds, including persons living with disabilities, to apply.*

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