



Job Vacancy Social Media and Communications Officer

Summary of the position:

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

The APHR Secretariat is looking for a talented and creative Social Media and Communications Officer to join its expanding team.

Working with the Media and Communications Manager, the Social Media and Communications Officer supports the development and delivery of APHR's communications strategy (including messaging, press releases, opinion pieces and social media content) and advises parliamentarians on their own public advocacy.

The successful candidate will have a background in graphics design, social media management and communications in a PR or the NGO sector, excellent design and video editing skills, and have innovative ideas and approaches to improve APHR's visibility and digital presence in the region.

Contract duration: 12 months (with 3 months' probation)

Location: Remote, preferably in Southeast Asian capitals.

Line Management: The Social Media and Communications Officer will report directly to the Media and Communications Manager.

About APHR:

APHR is a regional network of current and former parliamentarians who use their unique position to advance human rights and democracy in Southeast Asia. We seek to help create a region where people can express themselves without fear, live free from all forms of discrimination and violence, and where development takes place with human rights at the forefront.

Representing a unique and strategically focused addition to the regional and international human rights framework, APHR is supported by a young and dynamic team of human rights

professionals that make up the Secretariat, with staff currently based across the region. As part of a member-driven organization, the Secretariat also works directly with legislators and political leaders in Southeast Asia and beyond to craft strategies and respond effectively to developing situations.

Main duties and responsibilities:

Digital and Social Media Management:

- Identify and capitalise on trending topics that lead to the production of communication outputs including short videos, infographics, graphics, and social media posts.
- Assist to identify opportunities for social media work and provide advice on what digital products or appropriate communication channels and vehicles would work best to meet social media growth objectives and achieve campaign impact, ensuring all work is timely;
- Develop new and creative digital content formats (including infographics, videos and more) together with the Media and Communications Manager;
- Lead on multimedia content production, providing advice on what outputs or activities would work best to achieve impact.
- Produce, adapt and deliver high-quality multimedia and creative content for research launches, strategic and tactical campaigns, advocacy and communications projects.
- Prepare concepts and strategy for multimedia outputs (graphic design, video, etc.) to support APHR works in branding, campaign, and research.
- Create designs to effectively convey issues and messages through APHR's website, social media channels, email, campaigning, reports, press kits, and other toolkit templates.
- Researching and developing ideas for multimedia outputs: graphic design, videos, and others.
- Manage the day-to-day content schedule on APHR's social media channels, in collaboration with the Program team and APHR Members; and
- Develop and produce content for APHR's [podcast channel](#) in collaboration with the Program team and Media and Communications Manager;
- Monitor and report on APHR's social media impact and metrics.

Communications

- Manage the production of APHR promotional and print materials such as brochures, flyers, and reports, and assist with proofreading, formatting, and distribution;
- Produce and/or assist in the production of succinct, videos on APHR's work and activities for use across online platforms;

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- Manage APHR's internal communications, including the production of a monthly email newsletter to APHR members and Executive Director's report to Board Members;
 - Develop and improve APHR's branding, publication and social media guidelines;
 - Support the editorial production of internal APHR documents, including donor reports, presentations, briefing reports;
 - Manage and update the APHR website and its contents; and
 - Carry out other duties, including program design and support in coordination with other Secretariat staff, as required.

Other Duties

- Represent APHR at meetings/ events/ activities as required by the Executive Director.
- Draft inputs to the annual report on social media and communications results and achievements;
- Network with strategic partnerships with relevant CSOs, human rights bodies, parliamentary groups/networks, media and stakeholders.

Qualifications and Experience

- University degree, preferably in the field of graphic design, communications, digital marketing or a related field;
- At least one to two years of relevant experience in graphic design, social media, PR or in a similar role with another NGO;
- Solid understanding of political and human rights issues in Southeast Asia;
- Strong knowledge of and interest in graphic design software and experience in developing content – including infographics and visual content – for digital channels;
- Detailed knowledge of current and emerging social media trends and developments
- Experience with social media platforms and experience with managing social media channels;
- Experience in developing and implementing successful social media campaigns;
- Experience in social media monitoring, analysis and reporting
- Experience in creating and updating website content through Wordpress platform
- Strong communications and interpersonal skills;
- A willingness to travel regularly throughout the Southeast Asia region;
- Fluency in written and spoken English;
- (Desirable) Knowledge of videography and video editing, and experience in producing broadcast-quality videos for online platforms; and
- (Desirable) Fluency in a regional Southeast Asian language.

Working Conditions / Salary and Benefits:

APHR operates on a standard five-day work week but staff may be required to work some evenings and weekends to respond to developments and when on missions. Days in lieu will be provided for non-standard workdays.

Competitive monthly remuneration package including comprehensive health insurance, social security and communications allowance.

The successful candidate will be expected to take up duties as soon as possible.

How to apply:

Deadline for applications: **Friday, 13 October 2023**. Send your CV and cover letter to jobs@aseanmp.org with the subject heading “**Application: Social Media and Communications Officer.**” Apologies in advance that only shortlisted candidates will be contacted.

ASEAN Nationals are encouraged to apply for this position.

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