

Vacancy Announcement

Media and Communications Manager

Summary of the position:

The Media and Communications Manager will be responsible for leading the development and delivery of APHR's media and communications strategy. He/She will manage the Media and Communications team and closely collaborate with the Programs Team.

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

Location: Preferably in Southeast Asian capitals.

Line Management: The Media and Communications Manager reports directly to the Executive Director.

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.

Key responsibilities:

Media Advocacy

- Ensure the quality of all advocacy outputs, including by ensuring that APHR's media advocacy are sound and focused, based on relevant methodology and legal framework, and that the evidence, analysis, and recommendations are compelling and, in a format, adapted to the designated audience;

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- Draft and finalize public advocacy and media outputs, including statements, reports, op-eds, open letters, digital campaigns, and multimedia materials with the support of the social media and Communications Officer and program team;
 - Develop and implement long-term and short-term organizational and issue-specific advocacy and campaign strategies, crafting messaging around key regional human rights issues, engaging and collaborating with members, and developing new ideas to maximize reach and impact.

Media Management

- Ensure timely and creative media responses for human rights related developments in Southeast Asia;
- Develop and implement strategies to generate media coverage in international, regional and national media for APHR in order to build its profile in the region and beyond;
- Maintain and expand APHR's network of regional and international media contacts;
- Manage media interviews including conducting research, preparing media responses and preparing media FAQs;
- Serve a press officer function, responding to inquiries, connecting press with APHR members, and cultivating and maintaining press relationships;
- Organise press events and press conferences when necessary; Prepare and distribute media advisories and invitations and manage the media at events; and
- Track media coverage, producing coverage impact reports and contributing to monitoring and evaluation of APHR's advocacy efforts.

Social Media Management

- Develop and improve social media strategies in line with APHR's key thematic areas and priorities in collaboration with the Social Media and Communications Officer;
- Supervise the Social Media and Communications Officer in managing APHR's online presence (website, blog, and social media) and internal and external email distribution lists;
- Develop and manage content on APHR's website and social media platforms in a timely and efficient manner, using available tools in collaboration with the Social Media and Communications Officer;
- Manage and coordinate closely with the Social Media and 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; and
- Develop and produce content for APHR's podcast channel in collaboration with the Social Media and Communications Officer.

Communications

- Oversee the design and production of APHR promotional materials for including brochures, presentations, videos, and other multimedia outputs, directing the work of the Communications Officer in this area and supervising external consultants where necessary;
- Manage and approve communications standards and guidelines, including branding standards, style guides, formatting requirements, and guidelines for interacting with external stakeholders, and serve as a quality control manager;
- Serve as quality control manager for all documents and outputs including donor reports, activity reports, and formal member communications, finalizing and editing for content and style, where necessary; and
- Supervise the Social Media and Communications Officer in the management of APHR's internal communications, including the production of a monthly email newsletter to APHR members.

Other Duties

- Represent APHR at meetings/ events/ activities as required by the Executive Director.
- Draft inputs to the annual report on media and communications results and achievements;
- Manage and supervise the preparation of talking points, speeches, and other supporting materials for APHR Board and members, with the support from the Social Media and Communications Officer and other program staff;
- Strengthen and build strategic partnerships with relevant CSOs, human rights bodies, parliamentary groups/networks, media and stakeholders; and
- Consult or collaborate regularly with other development partners, human rights experts, CSOs, parliamentary groups, and other stakeholders on human rights issues.
- Oversee organisational efforts on digital security in coordination with program and operations staff; and
- Carry out other duties as required.

Professional Qualifications

- University degree, preferably in the field of journalism, communications or a related field;
- At least five 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;

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- 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:

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: **Tuesday, 20 August 2024**. Send your CV and cover letter to jobs@aseanmp.org with the subject heading “**Application: Media and Communications Manager**” 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.
