



**THE ASEAN SECRETARIAT
INVITES ASEAN NATIONALS TO APPLY
FOR THE FOLLOWING VACANCY**

**SENIOR OFFICER
COMMUNITY RELATIONS DIVISION**

Background:

The Association of Southeast Asian Nations (ASEAN) was founded in 1967 with the purpose of promoting regional cooperation in Southeast Asia, in the spirit of equality and partnership and thereby contribute towards peace, progress and prosperity in the region. ASEAN comprises ten (10) countries in Southeast Asia. It was proclaimed a Community through the “Kuala Lumpur Declaration on ASEAN 2025: Forging Ahead Together”, signed by the Leaders of ASEAN Member States at the 27th ASEAN Summit in 2015. The ASEAN 2025 calls for the ASEAN Community to forge ahead together, and to work towards building a community that is politically cohesive, economically integrated and socially responsible.

The ASEAN Secretariat was established in 1976 by the Foreign Ministers of ASEAN with the basic function of providing greater efficiency in the coordination of ASEAN organs and for more effective implementation of ASEAN projects and activities. It is also envisioned to be the nerve center of a strong and confident ASEAN Community that is globally respected for acting in full compliance with its Charter and in the best interest of its people.

In line with the ASEAN 2025 and the key aspirations of the three ASEAN Community pillars, namely: Political Security Community, Economic Community and Socio-Cultural Community, supported by the Department of Community and Corporate Affairs, the ASEAN Secretariat is inviting qualified ASEAN Nationals to apply for the position of **Senior Officer Community Relations Division**.

Duties and Responsibilities:

Reporting to the Assistant Director/Head of Community Relations Division, the Senior Officer shall be responsible to:

1. Coordinate communication programmes/plan

- Write/Edit media release, news bulletin, articles and speeches.
- Disseminate news to the media, manage/update media contact list, and maintain good media relations.
- Develop/edit content for digital platforms.
- Provide inputs and monitor the ASEAN web and social media.
- Identify high-profile/targeted opportunities (including press conferences) and arrange media queries and/or request for interviews with SG, DSG and Directors.
- Monitor/Analyse/Report on media coverage.
- Provide support to the implementation of ASEAN Communication Master Plan.
- Draft speeches/remarks for ASEC officials.

2. Coordinate events organised by the ASEAN Secretariat

- Plan and coordinate events with internal and external parties.
- Manage event logistics with Administration and Protocol Division.
- Render strategic and technical support to ASEAN Gallery events and programmes.

3. Coordinate activities and provide required support for the implementation and monitoring of programmes and/or projects

- Manage and implement agreed programmes/projects as scheduled.
- Coordinate planned projects with Member States.

4. Lead social media efforts

- Manage all social media activities strategically, professionally, and daily.

5. Review publication and articles produced by the ASEAN Secretariat

- Review all publications in accordance with the publication guidelines.
- Review all articles which will be published at the ASEAN Website.
- Manage production of ASEAN Annual Report.

6. Coordinate ASEC engagement with associated entities, ASEAN Foundation, and civil society, professional groups and other stakeholders:

- Provide supervisory support to the accreditation process.
- Plan and coordinate engagement with entities.

Qualifications and experience:

- Advanced university degree (Masters or equivalent degree) preferably in Mass/Public Communications, Journalism, Public/International Relations or other appropriate specialist discipline, with a minimum three (3) years professional experience in corporate communications covering journalism/media relations management, major regional/international events, and outreach activities through traditional and digital means in a regional/international/multilateral settings.
- Bachelor degree in any of the above specialist discipline(s) with five (5) years of qualifying work experience may also be considered.
- Supervisory experience, within senior management position would be desirable
- Demonstrated knowledge and policy, research and technical skills in the relevant area and ability to acquire them.
- Understanding of international and regional issues, and knowledge of and commitment to ASEAN ideals.
- High-level interpersonal, negotiation and communication skills, including experience in cross cultural environment and international settings.
- Proven ability to develop and maintain sound working relationships with government representatives, public and private sector organisations and other stakeholders.
- Proven skills in problem solving in a complex organisational environment and in work planning.
- Proven ability for accuracy under pressure and adherence to deadlines.
- Commitment to teamwork and collaborative work practices.
- Excellent command of English, written and spoken.
- Competency in use of econometric tools and other computer applications

Remuneration and Benefits:

The successful candidate will be offered a basic salary of **USD 3,893** and attractive remuneration package including housing, outpatient medical reimbursement, hospitalization & life insurance, children's education and gratuity. Subject to good performance during the probation, the candidate will be offered a fixed term contract of three (3) years, inclusive of the six-month probationary period.

How to apply:

Please visit **ASEC Recruitment Management Portal** at <https://asean.org/jobs-at-asec/> to apply for the job. Closing date for application **no later than 30 September 2023**.
