



Engagement and Communications Officer

Location: Bangkok, Thailand

Duration: One-year contract (full time)

Closing Date: 15 February 2021

Starting Date: 1 April 2021, or as negotiated

Hours of Work: 40 hours / week
Monday - Friday between 9 am and 5:30 pm

Responsible to: Executive Director, Asia Pacific Alliance (APA)

The Asia Pacific Alliance for Sexual and Reproductive Health and Rights (APA), under the umbrella of Planned Parenthood Association of Thailand (PPAT) mobilizes civil society advocacy across the region to hold governments and other stakeholders accountable for their obligations and commitments to realize the sexual and reproductive health and rights (SRHR) of all persons in Asia and the Pacific.

APA is a network of national, regional and global civil society organizations that work on a range of SRHR issues in the areas of advocacy, human rights, service delivery and public health research in the Asia Pacific region. APA uses two main strategies to achieve its objectives, regional advocacy and capacity building.

Candidates are requested to send 1) Covering Letter and 2) Curriculum Vitae including two references (in MS Word) to: join@asiapacificalliance.org with the title “**Engagement and Communications Officer**” before 15 February 2021. Only short-listed candidates will be notified.

Job purpose: The Engagement and Communications Officer will assist with implementation of APA’s communication strategies (internal and external) and advocacy in order to increase the visibility of the APA network, its members and their work on SRHR issues on national, regional and international level; utilizing a variety of communication channels including APA website, web portal and social media. The officer will manage communications and advocacy resources which can include researching and drafting APA articles, newsletters, and other communications materials; monitoring progress on government commitments to SRHR and regional developments related to SRHR. The Engagement and Communications Officer will also support the implementation of APA events including capacity trainings and conference sessions.

Essential job functions

Job requirements will vary from month-to-month dependent on the needs of the coordinating office, but include:

Responsibilities

- Support APA communications with social media engagement, ensuring consistency of messaging across social media platforms (facebook, twitter, instagram), and knowledge management and curation of content on the APA website, webportal and other platforms. Achieve targets for an increase in impact and followers, in alignment with APA Communication Strategy;
- Strengthen APA networking through development and implementation of an Engagement Plan for APA members and facilitation of efficient internal communication for the network, maximizing availability and use of key advocacy-related information/opportunities by APA members;
- Share evidence to support regional/national advocacy through dissemination of new and existing evidence of the efficacy of SRHR programmes and interventions; tracking SRHR indicators and SRHR violations in the region, as well as comments/responses by key stakeholders;
- Support the development and implementation of capacity building trainings and awareness raising events for APA members, partners and other key stakeholders;
- Work with the APA ED to develop and communicate advocacy messages for specific opportunities including campaigns for the network;
- Translate evidence and research into advocacy related materials for various audiences, which could include drafting social media kits, public statements, blogs and other communications on behalf of APA. Manage the dissemination of research findings and/or thematic and strategic analysis conducted by the APA CO;
- Monitor media coverage around the world on SRHR in Asia Pacific for dissemination to APA audiences through social media platforms;
- Contribute to and support the development and management of APA projects and programmes.

Requirements

- A university degree in communications, development, human rights, or equivalent experience.
- Familiarity with sexual and reproductive health and rights and feminism in Asia and the Pacific.
- Familiarity with NGO sector, UN structure and donors.
- Experience in social media planning, website management (ie: Content Management Systems), online campaign development across multiple platforms.
- Proven experience in organizing or coordinating capacity building trainings/programmes and/or other events. Experience with delivering online trainings is an asset.
- Experience working on human rights issues with marginalized communities (strong asset).
- Ability to listen and communicate complex information to a range of audiences.
- Ability to communicate fluently in English, both written and spoken, and to work with a multi-cultural, international team.
- Strong ability to work independently and to meet deadlines.

Salary range: 60,000 -67,000 Baht per month (equivalent of 5 days/week), dependent upon skills and experience.

Limitations on Authority

- Subject to delegation by the APA Executive Director and to work within APA policies.
- Maintain confidentiality of all private information of APA, its staff and partners.

Please note

Only those candidates selected for interview will receive notification. Interviews will be scheduled between 24-26 February 2021.

Address

Asia Pacific Alliance for Sexual and Reproductive Health and Rights
11/1 South Sathorn Road, AIA Sathorn Tower, 9th Floor
Yannawa, Sathorn, Bangkok, Thailand 10120

Asia Pacific Alliance for SRHR

www.asiapacificalliance.org

@AsiaPacAlliance

Planned Parenthood Association of Thailand (PPAT)

www.ppat.or.th