



**THE ASEAN SECRETARIAT
INVITES INDONESIAN CITIZENS OR ASEAN NATIONALS
WHO ARE CURRENTLY RESIDING AND RECRUITED IN INDONESIA
TO APPLY FOR THE FOLLOWING VACANCY**

**MEDIA 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 Indonesian citizens or ASEAN Nationals who are currently residing and recruited in Indonesia to apply for the position of: **Media Officer, Community Relations Division (CRD)**.

Duties and Responsibilities:

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

- 1. Develop and disseminate timely public information materials; Ensure good relations with the media through timely public information materials, effective handling of media requests and ensure optimum media turnout of at press conferences and related events.**
 - Draft, edit and disseminate timely public information materials such as press releases, media statements/advisories, forewords and speeches, and factsheets by email, Facebook and Twitter.
 - Respond to media queries and liaise with desk officers to answer to media queries and enhance knowledge of the media and other stakeholders to communicate effectively on ASEAN issues.
 - Follow up with big or targeted media not registered for events and organise media outreach during big meetings (Summit, etc).
 - Manage media registration desk during the event and registration list.
 - Register interview request in media interview request log and arrange the interview.

- 2. Perform news monitoring and report on findings and analysis.**
 - Monitor coverage of media efforts by ASEC using Google and other media tracking tools.
 - Monitor news on “ASEAN” using Google and other media tracking tools.
 - Report on findings and analysis to Head of CRD and colleagues.
 - Send ASEAN news update —an email that contains big headlines about ASEAN—to All-Computer-Users periodically to keep them updated.

- 3. Provide editorial and creative inputs to enhance textual and visual contents of the official ASEAN online media (website, social media platforms, etc.) and publications (e.g., the Annual Report, Fact Sheets, and ad-hoc publications).**
 - Provide final content (press release, statement, speech, etc) for Webmaster Officer to upload onto the website.
 - Provide creative inputs to enhance visual contents of ASEAN Web.
 - Check or edit manuscript and dummies of ASEAN Secretariat publications, such as the Annual Report, Fact Sheets, and ad-hoc publications.

- 4. Cooperate closely with desk officers, ASEAN Member States, Dialogue Partners, other external parties to coordinate programmes on media efforts.**
 - Liaise with desk officers, ASEAN Member States, Dialogue Partners, other external parties in preparation of joint event, joint press release, etc.

- 5. Conceptualise, design, and develop project proposals for media outreach.**
 - Conceptualise and design the ASEAN Media Training, Media Forum or press release writing project proposals, conduct initial survey for budget, provide proposed content of the training, etc.
 - Prepare corresponding budget.
 - Develop programme content as required.

- 6. Generate content for social media out of media events.**
 - Pull specific information, quote, or data from press release, press conference, or media interview to be posted on social media.
 - Provide photos from press conference, media interview, or other media events to be posted on social media.

7. **Backstop webmaster and photographer as needed.**

- In the absence of Associate Creative Design and Photography Officer, help to take, archive, and share pictures.
- In the absence of Webmaster Officer, help to add, modify and delete the ASEANWEB's contents, prepare graphics and photos for ASEANWEB.

8. **Handle any other matters as assigned by the Division or Directorate.**

Qualifications and Experience:

- Advance degree in Journalism, Linguistics, Literature, Mass Communication or an appropriate related field; or Bachelor's degree with a minimum two (2) years of relevant work experience in journalism and editorial work, or in a media and communications office, with proven track record in designing and carrying out public communication activities.
- Proven excellence in written and spoken English language, notwithstanding the use of local language may be required when interacting with the local members of the media, partners and stakeholders.
- Knowledge of website management, social media platforms and photography; as well as that of the use of modern audio-, video- and photo-editing technologies.
- Sound understanding of international and regional issues and knowledge of ASEAN ideals; and a keen interest and initiative to learn them.
- Exposure to a wide spectrum of corporate affairs, community relations and public communications in past work experiences, and ability to develop and maintain sound working relationships with various stakeholders.
- Familiarity with diplomatic practices and protocol, and experience in dealing with senior government and international organisation officials.
- Sensitivity to accuracy and details, as well as capacity for proof-reading.
- Demonstrated ability to plan and organise tasks and work flows, with proven ability for accuracy under pressure and adherence to deadlines.
- Ability to work under pressing deadlines, multi-task, work long and irregular hours, and perform tasks outside the usual job scope.
- Competency in computer skills with adequate knowledge of Microsoft Office and Outlook where relevant to the position.
- Ability to function effectively, independently and as part of a team; and
- Willingness and ability to travel frequently on short notice.

Remuneration and Benefits:

Successful candidate will be offered a basic salary of **IDR 11,611,000** and attractive remuneration package including monthly transportation allowance, outpatient medical reimbursement, hospitalisation & life insurance, annual bonus of a month's basic salary, 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 6-month probationary period.

How to apply

Send your application to asean.hr@asean.org highlighting your suitability and potential contribution to the position together with a **detailed CV, certified true copies of educational certificates and transcripts**, and **complete ASEC Employment Application Form** attached with recent photograph. Applications sent without ALL the documents mentioned above will **NOT** be considered.

Please indicate on the subject heading: **Application for Media Officer.**

Application documents should reach the ASEAN Secretariat by **26 June 2019**. The Selection Committee's decision is final and only shortlisted candidates will be notified.

Note:

- ASEC Employment Form can be downloaded at: www.asean.org/opportunities/asec-employment-form
- ASEAN Secretariat staff shall not be retained in active service beyond the age of 60 years. Age shall not be more than 57 years old at time of application.
