



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

**ASSOCIATE EDITOR:
ASEAN SOCIO-CULTURAL COMMUNITY (ASCC) MAGAZINE**

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. It was proclaimed a Community through the “*Kuala Lumpur Declaration on ASEAN 2025: Forging Ahead Together*”, signed by the ASEAN Leaders during their 27th Summit in November 2015, calling the ASEAN Community 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, and envisioned to be the nerve center of a strong and confident ASEAN Community.

In alignment with the Kuala Lumpur Declaration on ASEAN 2025, and key aspirations of the three pillars; ASEAN Political Security Community (APSC), ASEAN Economic Community (AEC) and ASEAN Socio-Cultural Community (ASCC), supported by the Department of Community and Corporate Affairs (CCA), the ASEAN Secretariat is inviting ASEAN Nationals to apply for the position of **Associate Editor: ASCC Magazine**.

Duties and Responsibilities:

This is a project staff position under the Analysis Division of the ASCC Department. The Associate Editor will research, write and edit articles for the ASCC Magazine, a publication featuring the work of the ASCC Pillar. The ASCC Magazine aims to raise people’s awareness of the ASCC pillar and promote engagement. This position reports to the Editor-in-Chief. The Associate Editor shall be responsible for the following:

1. Review current and past ASCC material and translate them into articles and stories.

- Study and understand recent activities of ASCC sectoral bodies;
- Identify activities which can be translated into stories;
- Conduct interviews with relevant individuals, and prepare articles to be featured in the magazine;
- Support the Editor-in-Chief in developing themes for the ASCC Magazine.

2. Undertake analysis and prepare articles for the ASCC Magazine.

- Keep abreast of matters relating to the ASCC Pillar and write news stories, striving to engage key audiences, while maintaining privacy and navigating any possible political sensitivities;
- Write and edit op-eds, reports and other content for the ASCC Magazine ensuring that text is accessible, dignified, informative and interesting, paying close attention to narrative flow, messaging, accuracy, tone and house style;
- Study emerging trends affecting the ASCC Pillar and write relevant articles of interest;
- Enrich drafts by seeking input from other divisions or relevant stakeholders as applicable, and revise drafts as necessary;
- Undertake fact-checking and proof-reading;
- Clear news, feature stories and articles with relevant ASCC Department Heads of Divisions prior to publication;

3. Conduct and oversee communication with other divisions at the ASEAN Secretariat and stakeholders outside the ASEAN Secretariat in relation to the ASCC Magazine.

- Undertake and manage substantive communication with other divisions and stakeholders in relation to the ASCC Magazine.

4. Support the ASCC Department in preparing the ASEAN Annual Report and annual ASCC Factsheet.

5. Undertake any other tasks as directed by the Editor-in-Chief.

Qualifications and Experience:

- Master degree in journalism, communication, social sciences, international relations, or other appropriate field;
- Minimum of six years of working experience in journalism and outreach, with a publication having international outreach.
- Excellent command of English with highly developed writing and editing skills.
- Excellent editing, writing and research skills, with the ability to present information accurately and creatively.
- Understanding of ASEAN, especially issues relating to the ASEAN Socio-Cultural Community Pillar.
- Competency in computer skills with adequate knowledge of Microsoft Office, Excel and Outlook. Familiarity with desk-top-publication software, such as Quark X Press and Adobe In Design.
- Demonstrated good oral and written communication skills and interpersonal skills, including experience in cross-cultural environment and international settings.
- Demonstrated ability to develop and maintain excellent working relationships with stakeholders.
- Demonstrated commitment to collaborative work practices.
- Proven ability for accuracy under pressure and adherence to deadlines.

Remuneration and Benefits:

This position is funded by the ASEAN India Cooperation Fund for an initial period of 24 months. Extension of the post is subject to renewal of mandate and availability of funds.

Successful candidate will be offered a monthly lump sum remuneration of up to USD 4950 a month (to commensurate with experience) covering salary, housing, medical insurance and gratuity.

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, three writing samples of articles**, preferably published and **completed ASEC Employment Application Form** attached with recent photograph. Incomplete application will **NOT** be considered.

Please indicate on the subject heading: **Application for Associate Editor: ASCC Magazine.**

Application documents should reach the ASEAN Secretariat by **26 July 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
