



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

**EDITOR-IN-CHIEF:
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 **Editor-in-Chief: ASCC Magazine**.

Duties and Responsibilities:

This is a project staff position under the Analysis Division of the ASCC Department. Under guidance of the Deputy Secretary-General (DSG) for ASCC, the Editor-in-Chief will be in charge of preparing 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. Reporting to the Deputy Secretary-General (DSG) for ASCC, the Editor-in-Chief shall be responsible for the following:

1. Set-up the ASCC Magazine.

- Recommend editorial guidelines and tone for the ASCC Magazine;
- Set themes and develop the table of content for the ASCC magazines;
- Set timeline for expected production of the magazines and ensure adherence to set targets;
- Supervise, organize work and provide guidance to project staff working on the magazine.

2. Develop content for the Magazine.

- Liase with Head of Divisions of the ASCC Department to understand current and emerging issues that need to be featured in the ASCC Magazine;
- Identify suitable articles to be written and plan workload of staff working on the magazine;
- Write articles, undertaking research when needed;
- Identify and liase with external authors for submission of articles.

3. Review drafts of the ASCC Magazine.

- Review and edit articles. Where needed, undertake extensive editing, which includes rewriting, abridging and restructuring texts for greater readability and better logical sequence. Provide feedback and suggestions to authors to enhance the quality of publication;
- Play a key role in the editing process by correcting grammatical, punctuation and spelling errors. Confirm that names, places, organizations are spelled properly, and that facts, dates and data are accurate;
- Review photographs for accuracy and appropriateness;
- Review overall layout of the magazine, and provide input to design;
- Undertake final review of dummy copy, prior to printing;
- Ensures that the contents, including non-descriptive contents, and quality of the ASCC Magazine, meets expectation.

4. Guide communication with other divisions at the ASEAN Secretariat and other stakeholders outside the ASEAN Secretariat in relation to the ASCC Magazine.

- Initiate, propose and supervises communication with other divisions and stakeholders in relation to the ASCC Magazine.
- 5. Oversee the printing and production, and dissemination of the ASCC Magazine.**
 - Supervise the printing and production of the ASCC Magazine;
 - Review and finalise the dissemination plan for the ASCC Magazine and ensures that the ASCC Magazine can reach as many audiences as possible;
 - Oversee management of any responses from the readers and take them into account in making evaluation.
 - 6. Monitor and evaluate the ASCC Magazine and ensure continuous improvement.**
 - 7. Support the ASCC Department in preparing the ASEAN Annual Report and annual ASCC Factsheet.**
 - 8. Undertake any other tasks as directed by DSG ASCC.**

Qualifications and Experience:

- Master degree in journalism, communication, social sciences, international relations, or other appropriate field.
- Minimum of eight years of working experience in journalism and outreach, with a publication having international outreach. Preference for experience in magazine writing and production.
- Strong editorial judgement, including ethical and political awareness.
- Proven ability to conceptualize, plan and execute ideas as well as transfer knowledge and skills.
- Excellent command of English, and highly developed editing and writing skills.
- Demonstrated strong leadership, ability to lead, motivate staff and maintain sound working relationships for efficient and effective result in a dynamic and demanding environment.
- High-level interpersonal, negotiation and communication skills, including experience in crosscultural environment and international settings.
- Proven skills in communication, networking, negotiation, and ability to relate to different audiences.

- Good general knowledge on social and cultural issues, with a familiarity on ASEAN
- Creative and passionate about finding new ways to expand the Magazine's content and outreach.
- Familiarity with desk-top-publication software, such as Quark X Press and Adobe In Design.

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 6950 (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 magazine articles**, preferably published and **complete ASEC Employment Application Form** attached with recent photograph. Incomplete application will **NOT** be considered.

Please indicate on the subject heading: **Application for Editor-in-Chief: 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
