



**THE ASEAN SECRETARIAT INVITES INDONESIAN NATIONALS  
TO APPLY THE FOLLOWING POSITION**

**COMMUNICATION OFFICER FOR  
THE ASEAN CULTURE HERITAGE DIGITAL ARCHIVE  
CULTURE AND INFORMATION DIVISION**

**Background**

The ASEAN Cultural Heritage Digital Archive (ACHDA) project Phase II aims to support the ASEAN Member States' (AMS) efforts in the digitisation of their cultural heritage collections, as well as to intensify publicity and communication outreach of the ACHDA website.

The Communication Officer for the ASEAN Culture Heritage Digital Archive is full-time and is open for Indonesian citizens or nationals of ASEAN residing in Indonesia. The Communication Officer for the ASEAN Culture Heritage Digital Archive shall report to Assistant Director/Head of the Culture and Information Division. The contract duration of the position is 12 months. CO's engagement on the project would follow the indicative work plan as elaborated in Annex 2A supported with Annex 2B.

## **Duties and Responsibilities:**

The duties will include the following:

1. **Assist in the management, coordination and execution of promotion activities of the ASEAN Culture Heritage Digital Archive project under the Division's purview:**
  - Provide follow-up support in day-to-day communications of the Culture and Information Division with internal and external stakeholders with respect to the communications and promotion of ASEAN Culture Heritage Digital Archive project.
  - Develop regular themes (research, identify, contextualize the values of the artefacts, conceptualize the narratives, write the contents) to mount e-exhibitions on the ACHDA website, ASEAN and COCI Social Media.
  - Propose strategies how to improve the website's accessibility and structure to improve traffic, user-experience and friendliness-structure.
  - Facilitate all promotional activities which includes, but not limited to, liaising with selected vendors in producing ACHDA promotional collaterals.
  - Coordinate with the participating institutions on the production of promotional collateral locally (modular exhibition) and the implementation of the promotional activities.
  - Facilitate the video production for ACHDA with the selected vendors in coordination with the participating institutions.
  - Plan and execute the public relation activities of the ACHDA website by creating social media plan in COCI Social Media platforms (Linkedin, Facebook, Twitter, IG), ASEC Website, as well as the participating institutions' platform.
  - Host and supervise the ACHDA exhibition in ASEAN related events with support from the Project Officer of ACHDA and Culture Information Division and mount regular e-exhibitions to keep the contents fresh and user-traffic continuous.
  - Ensure promotion of ACHDA is conducted regularly by liaising with the participating institutions and Implementing Agency.
  - Liaise and share monitoring and evaluation report on the communication outreach by the end of project year.
  - Support the Project Officer in coordinating with the Project Steering Committee (PSC), participating institutions, and implementing agency towards the implementation of the project deliverables and accomplishment of objectives.
  - Support the Project Officer in arranging and coordinating the (i) initial assessment meetings with the participating institutions and (ii) PSC Meetings.
  - Liaise and share the monitoring report to External Relations desk periodically, and evaluation report by the end of project year.
2. **Assist in administrative and finance matters with respect to travel arrangements and financial report:**
  - Assist appointed representative(s) from the ASEAN Secretariat in logistics and travel arrangements to attend project meetings, activities, and exhibitions.
  - Assist the Finance and Budget Division (FBD) staff in conducting due diligence to ensure the Implementing Agency will submit all supporting documents required for project completion and financial reports to the ASEAN Secretariat in a timely manner.
3. **Other Duties/Additional Tasks:**
  - Assist the Division in developing/maintaining the ACHDA database management, supporting monitoring activities and providing inputs for project completion reports.
  - Execute office duties according to ASEAN Secretariat rules and procedures.
  - Other duties when required.

### **Qualifications and Experience:**

- Bachelor degree in any discipline, preferably in Humanities/Social Sciences majoring in Communication, Public Relations, International Relations or Development with a minimum two (2) years of relevant work experience in technical role.
- Technical skills and knowledge in project management and/or relevant fields.
- Demonstrated ability to plan and organise tasks and work flows, with proven ability for accuracy under pressure and adherence to deadlines.
- Good oral and written communication skills, including experience in cross-cultural environment and international settings.
- Good interpersonal skills, demonstrated ability to develop and maintain sound working relationships with stakeholders.
- Good IT skills with adequate knowledge of Microsoft Office and Outlook. Working knowledge of design and arts management is preferred.
- Demonstrated ability and/or experiences in marketing communications, especially in developing and implementing effective social media strategies
- Good command of English, written and spoken.

### **Remuneration and Benefits:**

The successful candidate will be offered a monthly lump-sum remuneration of **USD 1,375** covering basic salary, transportation allowance, medical insurance, gratuity and 13<sup>th</sup> month bonus. Subject to good performance during the probation, the candidate will be offered a fixed-term contract of one (1) year, inclusive of the three-month probationary period.

### **How to apply:**

Send your application to [asean.hr@asean.org](mailto:asean.hr@asean.org) highlighting your suitability and potential contribution to the position together with a detailed CV, copies of educational certificates obtained, and complete ASEC employment Application Form attached with recent photograph. The ASEC Employment Application can be download at [www.asean.org/opportunities/asec-employment-form](http://www.asean.org/opportunities/asec-employment-form). Applications sent without ALL the documents mentioned above will **NOT** be considered.

Please indicate on the subject heading: **Application for Communication Officer of ACHDA**. Completed Application papers should reach the ASEAN Secretariat by **25 November 2020**. 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](http://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 the time of application.

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