



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

**STAFF WRITER:  
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 **Staff Writer: *The ASEAN* magazine.**

**Duties and Responsibilities:**

This is a project staff position under the Analysis Division of the ASCC Department. The Staff Writer will provide support and assistance in preparing

*The ASEAN* magazine, a publication featuring the work of the ASCC Pillar. The publication aims at raising people's awareness of the ASCC pillar and promote engagement. Reporting to the Editor-in-Chief, the Staff Writer shall be responsible for the following:

**1. Assist Editor-in-Chief and Associate Editor in conducting research and preparing *The ASEAN* magazine.**

- Collect data and relevant information for the magazine, such as recent activities of ASCC sectoral bodies and success stories from ASEAN Member States;
- Conduct basic analysis and write articles for the magazine;
- Identify and coordinate relevant resource persons and conduct interviews;
- Generate or design visual content such as infographics, charts, diagrams, and pictures;
- Perform proof-reading functions ensuring that changes have been accurately incorporated in consultation with the responsible person, as necessary, by checking successive versions of edited and translated documents against previous versions, as appropriate, including checking the final version against the submitted original manuscript, in accordance with existing guidelines;
- Proofread captions for photos and charts in magazine, and check the source of images and other materials included in publication to ensure that they conform to appropriate use under any copyright.

**2. Provide technical and administrative support in preparing and publishing *The ASEAN* magazine.**

- Maintain database for *The ASEAN* magazine;
- Undertake basic communication with other divisions at the ASEAN Secretariat and stakeholders outside the ASEAN Secretariat in relation to *The ASEAN* magazine;
- Liaise with the vendor in printing and producing *The ASEAN* magazine;
- Assist in distributing the printed copy of *The ASEAN* magazine.

**3. Manage the online presence of *The ASEAN* magazine.**

- Upload articles on *The ASEAN's* microsite and help manage the site's backend;
- Create social media posts based on the content of *The ASEAN* magazine for *The ASEAN* magazine's social media accounts;

- Liaise with the Community Relations Division to post stories and other content from *The ASEAN* magazine on ASEAN Secretariat's webpage;
- Collaborate with colleagues from the Community Relations Division to package multimedia content effectively and compellingly;
- Monitor web analytics with an eye to strengthening web content in ways that attract and retain visitor interest and improve user journeys on ASEAN Secretariat's webpage;
- Review, monitor, collect and report analytics data for key social media accounts.

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

**5. Undertake any other tasks as directed by Editor-in-Chief and Associate Editor.**

**Qualifications and Experience:**

- Advanced degree in journalism, communication, social sciences, computer sciences, international relations, or other appropriate field; or Bachelor degree with a minimum of two years work experience in journalism or other publication, outreach, or relevant field.
- Demonstrated research and writing skills and ability to present information creatively.
- 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. Good skills on graphic design and ability to operate Photoshop, CorelDraw, Illustrator, or similar programme are desirable.
- 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.
- Excellent command of English, written and spoken.

### **Remuneration and Benefits:**

This position is funded by the ASEAN India Cooperation Fund for an initial period of 20 months. Extension of the post is subject to renewal of mandate and availability of funds. Candidate will undergo six months of probation period. Upon successful completion of the probationary period, the candidate will be confirmed until the end of contract.

Successful candidate will be offered a monthly lump sum remuneration up to USD1500 – USD1700 (commensurate with experience).

### **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 in English and completed ASEC Employment Application Form** attached with recent photograph. Incomplete application will **NOT** be considered.

Please indicate on the subject heading: **Application for Staff Writer: The ASEAN Magazine.**

Application documents should reach the ASEAN Secretariat by **28 April 2022**. The Selection Committee's decision is final and only shortlisted candidates will be notified.

Note:

ASEC Employment Form can be downloaded at: <https://asean.org/careers/>

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