

VACANCY NOTE**Regional Communications Coordinator - Asia**

Starting Date: 1 January 2022
Location: Bangkok, Thailand
Duration: 2 years (with possibility of
Deadline: extension) 1 December 2022

Do you have an interest in creating communication materials around issues of freedom, solidarity and social justice? Are you passionate about the future of work, geopolitics and international cooperation? Do you enjoy working with people from different backgrounds? Are you value-driven, socially minded and communicative? Then you could fit in well with us!

Who we are

Friedrich-Ebert-Stiftung (FES) is an independent, private and non-profit organization headquartered in Germany. FES in Asia runs activities that help promote social justice, shape the economy of tomorrow, and enhance cooperation for freedom and security. At the heart of our work is a worldwide network of offices through which FES conducts educational and advisory activities and facilitates dialogue in over 100 countries. Jointly with our partners across the region, the FES Office for Regional Cooperation in Asia (ORCA) in Bangkok, Thailand, leads our regional activities in the areas of international affairs, tomorrow's global order and economy, and communications:

<https://asia.fes.de/>.

Your role and tasks

Under the supervision, strategic and operational guidance of the Director of the FES Programme for Regional Cooperation in Asia, you will be responsible for the implementation of the global communication strategy of FES in the Asia-Pacific Region. You will facilitate and assist FES Asia's development of its regional and subregional communication strategies. Duties and responsibilities shall include but are not limited to:

Strategic development of FES Asia Communications:

- Identify strategically important topics for FES regional communication with the objective to combine FES programming priorities with key trending topics and strategic partnership engagement.
- Oversee and regularly evaluate the performance of the regional website and social media channels of FES in Asia and work with external service providers specializing on digital data monitoring and analysis for regular evaluation purposes.

- Liaise with IA/IntKomm, the Central Unit for Communications and other relevant departments at the FES head office for mid-term and long-term planning purposes and regularly and proactively provide content to facilitate a prominent communication presence of FES Asia on the central FES communication channels.
- Based on evaluation results, forward recommendations for adaptation of the workflows and overall communication strategy.

Multimedia production and curation:

- Source, coordinate and manage the production of digital content for regional website and social media channels.
- Handle the community management and curation of FES Asia content on Facebook, Twitter, YouTube, and Anchor.fm.
- Coordinate the production of communication outputs for regional working lines with external providers and offer advice to FES country offices and projects in Asia on workflows and steps for the production process for their activities using a broad range of communication tools, including the website, social media and printed material.
- Curate and manage external service providers who can cater to FES Asia specific production needs for communication.
- Ensure visual coherence and presentation of FES Asia on the main platforms – website, social media and publications.
- Provide – on the basis of long-term joint planning schedules – coordination of layout and copy-editing for FES publications of regional projects by FES Asia, and other FES publications by offices in the region, including the ensuing administrative work to set this up.

Capacity building:

- Hold monthly online working sessions with communication focal points of each FES office and/or working line in Asia to discuss latest updates on workflows, communication trends and joint campaign development as well as travel to coordination meetings in the region.
- Organize state-of-the-art capacity-building trainings on selected communication skills for directors and/or local staff tasked as communication focal points.
- Regularly collect feedback and update the regional communication reference manual, templates, guidelines and workflows.

Management and representation:

- Supervise assistants and interns.
- Exercise the budget and project management responsibility for the FES Asia communications portfolio.
- Represent FES and the project towards all stakeholders, target groups, office visitors and at official events.

What we expect

- Bachelor's degree in communications, journalism, or other related fields;
- Minimum of 5 years of experience working on strategic communications activities related to social or political concerns;
- Minimum of three years of experience with project management in a related field;

- Previous professional experience in at least one country in Asia for an extended time period;
- Demonstrated proficiency with the development of communications materials (publications, research, social media campaigns, etc.)
- Experience managing and curating social media channels, such as Twitter, Facebook and YouTube;
- Experience developing outputs using programmes like Canva, Adobe Photoshop, Illustrator, InDesign, etc.;
- Ability and willingness to travel across Asia;
- Excellent command of written and spoken English;
- Excellent interpersonal, intercultural skills and communication abilities;
- Strong organizational skills with the ability to multi-task;
- Ability to work independently as well as in a team.

Desirable:

- Experience with content management systems (CMS) e.g. Typo 3
- Sound understanding and knowledge of international politics and development
- HTML/CSS knowledge
- Experience with Search Engine Optimization (SEO)
- Eligible for work permit in Thailand

What we offer

- Exciting and meaningful occupation in one of Asia's most dynamic regions;
- Workplace at the FES Office in Bangkok, Thailand;
- Full-time employment (40 hrs/week), with flexible home office arrangements;
- Competitive fixed salary, 13th month salary, health and life/accident insurance, provident and social security fund contributions;
- Collegial working atmosphere in a dynamic, dedicated and innovative international team;
- Thai citizens preferred.

Are you interested?

Please send your cover letter and CV to info.orca@fes.de by 1 December 2022.