



**ASEAN-Australia-New Zealand Free Trade Area (AANZFTA)
Economic Cooperation Support Programme (AECSP)**

Terms of Reference

**SENIOR COMMUNICATIONS OFFICER
(ASEAN Nationals Only)**

Background

Following the entry into force of the ASEAN-Australia-New Zealand Free Trade Agreement (AANZFTA), the AANZFTA Economic Co-operation Support Programme (AECSP) was established in 2010 by ASEAN Member States, Australia and New Zealand with a main goal to facilitate the implementation of the AANZFTA. AECSP is currently until 31 December 2021. Support to economic co-operation under AANZFTA beyond 2021 is expected to be delivered through a multi-year successor programme.

The AECSP consists of the Economic Cooperation Work Programme (ECWP) and the AANZFTA Support Unit (ASU) which is located in the ASEAN Secretariat, Jakarta, Indonesia. The ECWP consists of components linked to key commitments by the Parties under the AANZFTA. The ECWP's primary focus is on capacity development of national institutions of Parties and policy work to operationalise the AANZFTA and address AANZFTA implementation gaps. ECWP facilitates the implementation of AANZFTA and its effective use by the Parties for the development of their economies and advancing regional economic integration. The ASU supports the implementation of the ECWP and assists the FTA Joint Committee (FJC) in monitoring the overall AECSP implementation progress, informing their decision-making and implementing decisions.

An important role of the ASU is to report to stakeholders about the outcomes of the AECSP and assist the AANZFTA Parties and FJC to promote the AANZFTA to business, industry and the public through communications gateway and products. The ASU is looking for a suitable ASEAN candidate to fill in the full-time position of Senior Communications Officer to be based in Jakarta, Indonesia.

The primary focus of the role is to provide support on all aspects of AECSP communications including fulfilling programme reporting requirements and effective communications with AANZFTA stakeholders including the AANZFTA Parties, ASEAN Secretariat and businesses. The Senior Communications Officer will work closely with the ASU team and report to the Programme Coordinator.

Main Responsibilities

AECSP is a multi-stakeholder initiative with complex sectoral implementation plans and follows the results-based approach in its management. As such, ensuring strategic and timely flow of information and key messages about AECSP, its operations, progress and achievements to key external and internal stakeholders are critical for keeping a diverse range of stakeholders well informed and engaged. Working within relevant lines of reporting, the Senior Communications Officer shall bear the following main responsibilities:

1. Strategic Communications

Lead the design and implementation of AECSP communications work plan, namely

- manage communications tools and contents, including the AANZFTA website and website consultants as needed;
- ensure sufficient AECSP media coverage and quality of press releases;
- manage the design and publication of AECSP communication products including working closely with consultants and colleagues to ensure high layout quality of AECSP publications, sufficient for purposeful dissemination;
- lead or manage consultants for the development of ECWP case studies and contributions of AECSP to the broader AANZFTA objectives;
- provide inputs to AECSP analytical reports and communication deliverables; and
- carry out other communications tasks as may be assigned by the Programme Coordinator.

2. Support the AANZFTA Economic Cooperation Sub-Committee

Assist the Programme Coordinator in supporting the implementation of the work programme of the AANZFTA Economic Cooperation Sub-Committee and its meetings.

Qualifications Requirements

Education

The Senior Communications Officer should hold a Master's degree in a relevant discipline such as communications, journalism, programme/project management, international development or public policy.

Experience

- A minimum of three years of experience in outreach and communications work of multi-sectoral large-scale development programmes, including but not limited to strategizing, planning, development, and implementation of an effective communications strategy for multiple stakeholders.
- Experience and sufficient proficiency in the development of communications materials and analytical reports for the high-level stakeholders and the public, including the ability to think strategically and integrate diverse information from varied sources into evidence-based analyses and recommendations.
- Experience and substantive proficiency level sufficient to write or edit complex communications products, providing a well-structured and convincing presentation to high-level audiences.
- Experience and familiarity with and working knowledge of media channels and tools including management of website consultancy and content, sufficient to lead or advise team in assuring that online communications, tools and channels are fully utilized and leveraged.
- Demonstration of understanding of capacity development concept, approaches and the challenges;
- Experience in working with ASEAN countries and/or adequate knowledge of AANZFTA, ASEAN and the ASEAN Economic Community;
- Experience in working with international and/or regional organisations.

Competencies:

- Excellent command in written and spoken English with proven writing and editing skills and an ability to convey complex ideas in a creative, clear, succinct and straightforward style;
- Knowledge and applied work experience in media sufficient to lead, or advise team in assuring that online communications and audience engagement tools and channels are fully leveraged.

- Good moderation, facilitation and training skills;
- Strong ability to communicate well and work effectively in teams while coordinate closely with relevant ASEAN Secretariat desk officers, AANZFTA Parties, proponents, project implementers;
- Ability to deal with colleagues and clients with maturity, sensitivity and diplomacy;
- Ability to organize work, deliver under pressure and meet deadlines; and
- Strong computer skills and infographic or data visualisation skills, ability to use standard technology packages to carry out the work.

Remuneration

An attractive lump-sum remuneration package at the level of Senior Officer of the ASEAN Secretariat will be offered commensurate with experience and qualifications of the successful candidate. Upon completion of the six-month probationary period, the candidate will be confirmed for the assignment, up to the duration of the AECSP.

How to Apply

- You are invited to send your application to asean.hr@asean.org and copy ecwp@asean.org by **15 January 2020**. Please use the following heading for the subject of your email: **Senior Communications Officer, AANZFTA Support Unit**.
- A complete application includes:
 - **A Cover Letter** summarizing your candidacy, suitability for the advertised position and potential contribution to the team;
 - **A Curriculum Vitae**;
 - **Certified true copies of educational certificates**; and
 - **A complete ASEAN Secretariat Employment Application Form** attached with a recent photograph. The Form can be downloaded at: www.asean.org/opportunities/asec-employment-form.
- Women are encouraged to apply.
- The Selection Committee's decision is final and only shortlisted candidates will be notified. Incomplete applications will not be considered.
- For more information about the AANZFTA and AECSP, please visit: <http://aanzfta.asean.org/>