



Job Announcement

Innovation for Change—East Asia Communications & Information Officer

Position: East Asia Communications and Information Officer

Location: Any country in East Asia (any of the 11 countries of Southeast Asia, 6 countries and territories of Northeast Asia)

Employment Condition: Full-time

Employment Duration: 7.5 months (15 February-30 September 2017). Extension possible for a 1-year period beginning 1 October 2017-30 September 2018, based on a 3-month probation at the beginning of contract.

Compensation: 3,500 USD per month (in addition to fixed health insurance, annual travel insurance)

Deadline for Submission of Applications: 31 January 2017

Days of Interview of Shortlisted Candidates: 2-3 February 2017 (Only shortlisted candidates will be interviewed)

Day of Announcement: 6 February 2017

Beginning of Contract: 15 February 2017

About the Organisation

Innovation for Change (I4C)—East Asia is one of six regional hubs worldwide, spearheaded at the global level by Civicus Alliance and Counterpart International, with the support of a multi-donor consortium. Innovation for Change, through simultaneous co-design processes, has set up an East Asia regional hub in partnership with East Asia civil society regional networks, movements and organisations, to jointly offer services and activities towards the defense, expansion and creation of civic space and citizen activists.

The I4C—East Asia process has been on-going since August 2015 through 2016, and has been led by a team of three East Asia incubators, namely the Asia Democracy Network (ADN), the Asian Forum for Human Rights and Development (FORUM-ASIA), and the South East Asian Committee for Advocacy (SEACA). The East Asia Incubators have ensured that the vision, spirit and co-creation principles of CSII/I4C have been embodied in the I4C East Asia process. East Asia consultations, information sharing workshops, and strategising have so far been conducted in 2016. Beginning January 2017, I4C East Asia will be ready to implement its hub services and activities within a one year period, with a full time hub team, in partnership with its incubators.

I4C is a global network which looks to transform civil society impact and scale citizen action, creates the opportunity for a new generation of civic action to take shape through collaboration, leverage, and learning.

Duties and Responsibilities

1. Responsible for the delivery of East Asia hub's communications and information services, and the implementation of communication and information strategies for its other services and activities;
2. Works in cooperation with the hub team and East Asia implementation teams;
3. Implements hub services and activities in accordance with the global mission and vision, and regional goals and service objectives;
4. Nurtures and harnesses partnerships and collaboration with implementation teams, across civil society and other sectors in the implementation of services and activities;
5. Works with Finance/Administration to ensure the availability of hub resources for services and activities;
6. Works in compliance with hub and donor guidelines;
7. Reports directly to the East Asia Hub Programme Director.

The East Asia Communications & Information Officer shall:

1. Manage work execution of hub services and activities, with particular focus on communications and information strategies;
2. Develop and monitor communications, media and digital strategies of East Asia hub;
3. Develop internal communications strategies for East Asia hub, ensuring knowledge sharing and effective coordination;
4. Provide communication and information support services to East Asia hub and its incubators, staff, and partners;
5. Develop institutional communication like newsletters, blogs, presentations and briefs;
6. Provide resolution for communications and information implementation problems;
7. Take the lead in the Resource Portal and Digital Security service, in cooperation with the implementation team;
8. Take the lead in documentation of East Asia hub services/activities and developing multi-media presentation tools for the Innovations Fair;
9. Maintain programme schedules for services and activities according to the East Asia hub work plan;
10. Report on status of services and activities through timely narrative activity reports;
11. Coordinate and collaborate with the hub team and East Asia implementation teams;
12. Account for project cost, time and budget through timely financial activity reports;
13. Seek programme and budget approval from the East Asia Hub Programme Director;
14. Mitigate communication, information, security, and programme risks.

Innovation for Change Project-wide Competencies:

1. Proven capacity and experience to promote, strengthen, connect pluralistic, rights-based civil society;
2. Demonstrated capacity and experience to innovate through demand driven and cutting edge initiatives to protect, defend and create civic space;
3. High commitment to equality, diversity, and inclusiveness.

Basic Qualifications**Education:**

Bachelor's degree or higher in the field related to communications, media, information technology, computer science, or other related subjects.

Competence:

1. Mature personality, with the ability to work cooperatively in a team, to work on multi-services/ activities, in a multi-cultural and demanding work environment;
2. Good programme/project management skills. Possesses and applies a thorough knowledge of the job which is essential to perform the specific functions and related work;
3. Self-motivated, positive attitude, strategic thinking, decision making, accomplishing thorough and dependable quality of work in a timely and strategic manner;
4. Ability to work under pressure, multi-task, and manage deadlines, accomplishing a satisfactory volume of work;
5. Able to learn new duties, to analyse problems and design solutions at functional levels, and to respond to instructions for new situations.

Experience:

1. Minimum of five years work experience of leading the provision of communications services in regional organisations, preferably with a democracy, human rights, or social justice focus;
2. Demonstrated capacity to effectively transfer and communicate ideas, concepts and information to others, verbally and in writing;
3. Advanced knowledge and experience in using communication and appropriate IT and content tools in digital media;
4. Good understanding of the overall socio-political situation as well as democracy situation in Asia;
5. Good knowledge of the Asian region in terms of its context, operation, contributions and limitations on democracy and human rights discourse.

Skills:

1. Excellent communications and information skills, both traditional media and digital;
2. Good analytical and synthesis skills;
3. Good communication and public presentation skills in English;
4. Good professional writing skills in English.

Others

1. Willingness to work from home, with regular team coordination schedules (25%);
2. Willingness to work at the East Asia hub in Bangkok for coordination and supervision (25%);
3. Willingness to travel throughout Northeast and Southeast Asia, and other countries and regions when warranted for project work (40-50%);
4. Willingness to work in conflict or high security environments.

Application Procedure:

Those interested in applying for the position of Communications & Information Officer of I4C East Asia should send their *resume* and *a cover letter* indicating their reason of interest and background on or before the deadline of **31 January 2017 (Bangkok Time UTC+7)** addressed to:

Innovations for Change-East Asia
c/o Programme Director
eastasia@innovationforchange.net

Online interviews for short listed candidates will be conducted on 2-3 February 2017.
Announcement of the chosen candidate shall be made on 6 February 2017.