



Vacancy Announcement
The Asian Forum of Parliamentarians on Population and Development (AFPPD)

Consultancy: Staff Consultant - Communications and Media Officer

Job open number: 5_VA_CON_APRO_2017

Background:

The Asian Forum of Parliamentarians on Population and Development (AFPPD) is a network of parliamentarians, established in 1981 to promote parliamentarians' action in addressing population issues in the Asia and the Pacific region. AFPPD envisions a world where demographic changes and population issues are taken into account in planning for sustainable development, especially a world where women and girls have equal rights and opportunities and can enjoy a safe, healthy and dignified life throughout their life cycle. More specifically, AFPPD strives for a world where all women and girls have access to sexual and reproductive health information, education and services, and can decide whether, when and how many to have children, and where "no one is left behind."

AFPPD aims to realize its vision through parliamentary work by (a) advocating for and formulating and amending policies and legislation that promotes specifically healthy and active ageing, investing in youth, gender equality and women's empowerment; (b) advocating for increased financial resources in these areas; and (c) holding governments accountable for their international commitments and implementation.

AFPPD is governed by the General Assembly and managed by the Executive Committee between General Assemblies, being strategically advised by three Standing Committees, and supported by the Secretariat in Bangkok, Thailand. As of August 2017, AFPPD consists of 30 National Committees that deal with population and development issues. These committees are supported by the respective countries' parliamentary or committee staff or an NGO outside the parliament. AFPPD provides capacity development support to its member National Committees, facilitating their networking and regional collaboration to promote the full implementation of the Sustainable Development Goals as well as the accelerated implementation of the Framework of Actions for the Follow-up to the Programme of Action of the International Conference on Population and Development (ICPD PoA) beyond 2014.

Since the AFPPD 11th General Assembly in October 2015, AFPPD's amended constitution has strengthened and re-defined AFPPD's governance structure to make it more effective and impactful as a regional parliamentarian network. As part of these efforts, the General Assembly approved the **Strategic Plan 2016-2019** and established three new Standing Committees focusing on strategic priority areas related to (1) gender equality and women's empowerment; (2) investing in youth; and (3) active ageing. Later in early 2016, the **AFPPD Strategic Priorities Framework** was developed and approved, which was built upon these Standing Committees tackling their respective challenges using the common framework of cross-cutting thematic issues: safety and security; health; and participation.

Purpose:

The staff consultancy will engage in AFPPD's media and communication work, providing substantive support for the implementation of the *AFPPD Strategic Plan 2016-2019* and the *Communications Strategy*.

Duties and Responsibilities:

Under the supervision of the Executive Director of AFPPD, the Staff Consultant will work with the AFPPD secretariat team to undertake the following tasks, among others:

Programme Development, Implementation and Monitoring:

- Establish and sustain positive relationships with National Committees and Parliamentarians and other stakeholders;
- Support the formulation and implementation of advocacies and campaigns for parliamentarians and AFPPD National Committees;
- Liaise with the National Committees, Members of Parliament, Parliament staff, technical and strategic partner organizations to ensure proper communication and timely dissemination of information;
- Assist in the preparation and implementation of events, as well as implement post-conference communication work to ensure smooth and efficient execution of AFPPD programmes;
- Perform other tasks to ensure effective programme implementation as required by the Executive Director; &
- Edit AFPPD communications materials.

Communications with Stakeholders:

- Implement the AFPPD Communication Strategy and Plans involving National Committees;
- Arrange the design and production of AFPPD publications;
- Interview with Member Parliamentarians on topics related to special International Days and write feature articles;
- Communicate with National Committees to receive news on their activities and write articles for AFPPD Quarterly Newsletters and other relevant programme documents;
- Coordinate with the AFPPD programme team in updating and sending *E-news* via electronic mailing;
- Coordinate with the AFPPD programme team in updating and sending *Policy Round Up* via electronic mail and uploading to websites and social media;
- Coordinate in the production of communication materials before and after AFPPD Events, including creating an event page on AFPPD's official website; &
- Create photo albums and video catalogues for AFPPD events.

Website and Social Media:

- Liaise with any outsourced providers on the development of the website structure, format and overall programmes;
- Update and manage website content in close cooperation with the AFPPD programme team;
- Coordinate media outreach, prepare pre-and post-event press releases, arrange TV/radio interviews, feature stories, and press conferences;
- Update and maintain AFPPD's social media accounts (e.g. Facebook, Twitter, LinkedIn);
- Initiate and maintain new outreach methods; &
- Establish and sustain effective network of media partners and other stakeholders to enable smooth and efficient advocacy communication on AFPPD's strategic priority issues.

Outputs/Deliverables:

AFPPD Communication Products outlined in the *AFPPD Strategic Plan (2016-2019)*, the *Communication Strategy*, and the *AFPPD Monitoring & Evaluation Implementation Plan*. Monthly timesheets need to be submitted to the Human Resources manager.

Location and Duration:

AFPPD Secretariat in Bangkok (Address: Suite 9C, Phayathai Plaza Building, Phayathai Road, Ratchathewi, Bangkok, 10400 Thailand). The period of assignment will be one year starting on 21 September 2017.

Consultancy Fee:

Salary range is US\$2500-US\$3,000 (gross) monthly, depending on a successful applicant's work experience and skill set. Income tax will be deducted from the gross amount as required by the Thai law.

Qualification and Experience:**Education:**

- Master's degree or equivalent in public or media relations, communications, development studies or related discipline.

Experience:

- At least five years of experience in public and media relations and communications work;
- Excellent skills in online tools, including social media applications;
- Strong editing skills;
- Basic design/layout experience essential;
- Proven knowledge of the challenges related to population and development issues in the Asia-Pacific region;
- Experience of working directly with parliamentarians desirable;
- Familiarity with development projects and programming work in general;
- Background and experience in working with various stakeholders (governments, international organizations, civil society organizations, and the private sector) in the Asia-Pacific region advantageous.

Language skills and other key expectations:

- Highly organized, attention to details, results-oriented, multi-tasking, and team player.
- Excellent writing, editing, and oral communications skills in English.
- Frequent travels in the Asia-Pacific region.

Submission of Application

Interested candidates should submit the following documents:

- Cover letter introducing the applicant and highlighting the skills and competencies relevant to the consultancy assignment;
- Full CV in English; and
- 3 professional references with complete contact information.

All applications should be submitted as PDF or MS Word attachments to vacancies@afppd.org. Please ensure that the email subject line is stated as "Consultancy: Staff Consultant - Communications and Media Officer"

Start date: As soon as possible

Deadline for application: Until the position is filled.

Please note that only short-listed candidates will be contacted for interviews.