

General Information
Communication Officer

Detail Information

Number of Officer	1 Communication Officer
Employment Type	Full-time, on-site <i>The officer will be working full-time at the AIPA Secretariat Office in Jakarta, Indonesia</i>
Directorate	Directorate of Information and Communications Technology (ICT)

Eligibility

Position Overview	The AIPA Secretariat is looking for a dynamic, proactive, and highly motivated Communication Officer with at least two (2) years of relevant work experience in communications, media and community outreach. The Communications Officer will be responsible for supporting the Directorate of Information and Communications Technology by creating and managing content across various platforms, coordinate with media, and support communication efforts for AIPA's activities, ensuring that AIPA's messages reach the public and stakeholders to enhance the organization's visibility and engagement.
Responsibilities	<p>The Communication Officer will report to the Director/Senior Officer of ICT, and undertake following duties and responsibilities:</p> <ul style="list-style-type: none"> • Manage Media and Public Engagement. <ul style="list-style-type: none"> ◦ Develop and present a communication strategy to Director/Senior Officer, ensuring alignment with AIPA's objectives. ◦ Create and manage content for AIPA's digital and print media platforms. ◦ Develop and manage the AIPA podcast, including preparing terms of reference, drafting invitation letters, creating talking points, and coordinating interview recordings. ◦ Conduct interviews during AIPA activities to support media engagement with Member Parliaments, external partners, and other stakeholders. ◦ Coordinate communication with AIPA's media partners, both at national and regional levels. • Lead Media and Communication Initiatives for AIPA's Activities. <ul style="list-style-type: none"> ◦ Develop initiatives, publications, and projects to increase AIPA's presence on social media and other media platforms. ◦ Prepare talking points, invitations, and other documents related to the AIPA's media activities.

	<ul style="list-style-type: none"> ○ Assist in creating media content and organising for AIPA activities. ○ Collaborate with relevant parties, including the responsible Directorates, to ensure accurate and comprehensive media coverage. ● Support Media, Communication, and Knowledge Management for AIPA's Activities <ul style="list-style-type: none"> ○ Assist in communication and data management for AIPA's initiatives, including AIPALync (Knowledge-based platform), AIPALync+ (E-Newsletter), AIPALync-Go (Mobile Application), and AIPACast (Podcast), to enhance knowledge sharing and accessibility. ○ Support the communication needs of AIPA activities by drafting, coordinating, and disseminating media releases, newsletters, and other materials to ensure effective information flow. ○ Collaborate with other Directorates to provide media publication, communication, and knowledge management support for their activities.
Qualifications	<p>Education and Experience</p> <ul style="list-style-type: none"> ● Advanced degree in communications, media, public relations, international relations, or a related discipline or Bachelor degree in the afore-mentioned fields with a minimum of two (2) years of relevant work experience. <p>Core Competencies</p> <ul style="list-style-type: none"> ● Demonstrates strong written and verbal communication skills to deliver clear, accurate, and audience-appropriate messages across various communication platforms. ● Understands strategic communication principles and is able to align messaging with institutional objectives, policies, and programmes. ● Demonstrates proficiency in digital and media communications, including content development and management for digital platforms, social media, and publications. ● Understands stakeholder and media engagement dynamics and is able to support effective communication with partners, media, and the public. ● Demonstrates strong coordination and collaboration skills in working with internal teams and external partners to ensure consistent and timely communication outputs. ● Demonstrates professionalism, attention to detail, and ethical judgment in ensuring accuracy, confidentiality, and institutional integrity in all communications.

	<p>Technical Skills</p> <ul style="list-style-type: none"> • Strong written and verbal communication skills in English. Proficiency in other ASEAN languages is an added advantage. • Proficiency in computer and editing skills with adequate knowledge of Canva, Microsoft Office and other working tools where relevant to the position. • Ability to develop presentations, visual materials, and infographics using tools such as Canva or other relevant design software. <p>Personal Attributes</p> <ul style="list-style-type: none"> • Ability to work collaboratively in a team environment and adapt effectively to a dynamic, multicultural, and international workplace. • Demonstrated ability to plan and organise tasks and work flows, with proven ability for accuracy under pressure and adherence to deadlines. • Demonstrated willingness to learn, adapt, and grow professionally. • Proactive attitude, with attention to detail and problem-solving capabilities.
Desirable Qualifications	<ul style="list-style-type: none"> • Working knowledge of ASEAN-related affairs. • Familiarity with social media and knowledge management tools. • Demonstrated understanding of organisational processes, protocols, and political or cultural sensitivities in a regional or multilateral setting. • Understanding of legislative and parliamentary processes, particularly in ASEAN Member States. • Prior exposure to work with intergovernmental organisations, development partners, or parliamentary institutions is an asset.
How to Apply	Please submit your most recent Curriculum Vitae (CV) and Motivation Letter through: https://bit.ly/Vac_CommunicationOfficer

Selection Timeline

Date	Activity
5 February 2026	Open Registration
11 February 2026 (13.00 GMT+7)	Close Registration