

## **ASPBAE INFORMATION & COMMUNICATIONS OFFICER CALL FOR APPLICATIONS**

The **Asian South Pacific Bureau of Adult Education (ASPBAE)** is a regional NGO committed to the promotion of education for all and transformative adult education and learning. The organization's fundamental purpose is to build an Asia Pacific movement dedicated to advancing the right of all to free, relevant, quality and empowering basic education, and life-long learning opportunities. ASPBAE operates in 33 countries all over the Asia-Pacific region through its organizational and individual members. More detailed information on ASPBAE is available on its website: [www.aspbae.org](http://www.aspbae.org)

ASPBAE's Secretariat is currently based in Mumbai, India. This Secretariat functions as the nodal centre for communications, and information-dissemination, programme co-ordination, administrative and programmatic support to all of ASPBAE's programmes and activities, and for its members.

**Required urgently:** Dynamic individual to oversee the Information and Communications Programme of ASPBAE. The details of the position are given below:

Position	Information & Communications Officer
Location	ASPBAE Secretariat, Mumbai
Reports To	Senior Manager

### **OVERALL RESPONSIBILITY**

To develop, implement, oversee, assist and coordinate all regional and country-level information, communications and media needs and requirements of ASPBAE.

### **SPECIFIC TASKS**

- Information and Resource Management and Communications – ensure that timely information is shared to partners and members in support of campaigns and programme-related objectives, to include:
  - Maintaining and updating ASPBAE's website on a regular basis, developing it as a regular channel for information and communications sharing and as a resource base for adult and basic education issues and concerns
  - Ensure the timely release of the ASPBAE newsletter, the electronic bulletin and other informational material for release to the membership
- Media Relations - organise and lead the media strategy for ASPBAE campaigns and events to include organizing press conferences, developing and releasing press statements, developing information kits, developing communication and promotional materials for the campaigns, and maintaining links with national and regional media to secure spaces for education related news coverage in print and electronic media

- Publications – oversee and attend to all the printing and publication requirements of ASPBAE

## **REQUIREMENTS**

- BA or MA in the field of information and communications or related areas
- At least 7 yrs experience in the field of Information and Communications
- Excellent oral and written communication skills in English
- Excellent presentation and communication skills in a multi-cultural environment, addressing a wide cross-section of groups that represent the ASPBAE constituency and through various platforms
- Significant experience in the use of IT for communications, campaigns, data-base building, networking and media work
- Experience in media work, including writing and issuing press releases, arranging press conferences and communicating with various media outlets
- Sound understanding of effective media and communication practices
- Experience in coordinating publications to include design and layout, proofing and printing
- Sound knowledge of political, economic and social development issues in the region, preferred
- Excellent cross-cultural, gender-aware, interpersonal and networking skills
- Ability and willingness to deliver quality work outputs under pressure and within tight deadlines
- Ability to work independently and also as part of a team
- Ability and willingness to travel

### **Terms based on work experience**

Interested Candidates may send their application with a recent CV, the names and contact details of two (2) references, and an application letter of no more than two (2) pages stating how they would best contribute to the organization in this role.

These should be sent to the following address:

The ASPBAE Secretary General  
ASPBAE Secretariat, c/o MAAPL  
9<sup>th</sup> floor, Eucharistic Congress Building 3  
5 Convent Street, Colaba  
Mumbai 400 0039  
INDIA  
Email: [aspbae@vsnl.com](mailto:aspbae@vsnl.com)

Only applications complete in all respects would be considered. Only shortlisted candidates will be contacted

**DEADLINE FOR APPLICATIONS: JUNE 6, 2008**