Position Description

Position Title | Communications Associate  
Duration of Assignment | To be negotiated  
Location | Singapore  
Reports to | Head of External Relations

Program Overview

Background
Communicable diseases present a clear and present danger to us all, a fact now widely recognized like never before. In 2014, Heads of Government agreed to the goal of “a malaria-free Asia Pacific by 2030” and tasked the Asia Pacific Leaders Malaria Alliance (APLMA) to help protect the hard-won national gains and, ultimately, eliminate malaria in the region.

APLMA works hand-in-hand with the Asia Pacific Malaria Elimination Network (APMEN), a network of 20 Asia Pacific countries as well as experts from key multilateral and academic agencies.

APLMA & APMEN work with Governments, multilateral agencies, the private sector, civil society, malaria programs, academia and international organisations to identify financing and policy solutions, build capacity and enhance knowledge sharing that will end malaria by 2030, and in doing so, build robust health systems that can address other communicable diseases.

The Role
The fight against malaria in Asia and the Pacific is a success story. Malaria once posed a major threat of disease and death to billions of lives in Asia-Pacific. Through smart investments in effective malaria control tools and Leaders’ commitments to ending malaria for good, countries in the region have halved the number of malaria cases and deaths in less than 15 years.

The path to eliminating malaria is not free of significant challenges. In the Greater Mekong Subregion, antimalaria drug resistance has gained a foothold and threatens to spread. If we do not eliminate malaria it may resurge and spread out of the region and across the world with devastating impact. In Asia and the Pacific, malaria is an invisible disease, affecting the poor and disenfranchised – far removed from the thriving economic and social capitals.

How do we best communicate these masked challenges? How do we maintain the political commitment to end malaria, and keep our communities and partners energized and engaged? And how do we best articulate the role APLMA & APMEN play in achieving this goal in the dynamic and fast-evolving digital world? This is where you come in.

APLMA is seeking a Communications Associate who can ensure that malaria elimination remains a top-priority and highly visible in the region. You will work to support the implementation of APLM&APMEN communications strategy, focused on digital communications, while coordinating the demands of internal and external stakeholders and contractors.

Your background is less important than your attitude. We are looking for an entrepreneurial,
fast-acting, responsible and passionate professional with experience in managing corporate communications. These traits and values must be evident and shine through in your approach to life and work.

Ideally, you have spent a few years out of university working for a strategy or management consultancy firm; a PR or media agency; a tech start-up, or maybe you took a year out and worked for an NGO. Whatever you did, you are proud of what you accomplished, and you can clearly articulate the role you played.

This position is made for you if you see yourself working in a fast-paced third sector communications. For the right candidate, this position is a golden opportunity to learn the ropes from an intense, expandable role.

What does APLMA/APMEN offer? Most importantly, APLMA/APMEN provides that you will play a role in defeating malaria Asia and the Pacific, and in doing so you will be part of history in the making. At APLMA you will directly work with the best people in the business, including colleagues, stakeholders and agencies. APLMA will support your creative ideas and innovative approaches! How’s that for a job?

Do you want to know more about APLMA/APMEN and our work, check us out at www.aplma.org and www.apmen.org

Accountability/ Working Relationships

The position reports to the Head of External Relations, directly working with the APLMA Communications Manager and will be expected to actively corral a broad palette of communications actions with partners, associates and sub-contractors.

As a member of the APLMA secretariat team, you will collaborate closely with other staff members, and external partners.

Position Summary

Manage and coordinate APLMA’s digital communication strategy and activities.

Key Responsibilities

- Manage and coordinate development and implementation of APLMA’s digital communications strategy.
- Ensure that APLMA/APMEN’s messages are consistent and clear across all our digital channels and platforms; and promote maximum visibility for the organization.
- Ensure facts and information are accurate and updated prior to publishing and distribution.
- Manage screening, curation and sharing of media/journal/online articles relevant to APLMA/APMEN’s work and goals.
- Support collation of articles for the APLMA and APMEN newsletters, including coordinating with partners for necessary information.
- Ensure that APLMA/APMEN social media and website(s) run like a clockwork.
- Work with the Communications Manager to identify strategic APLMA & APMEN communications moments across the year and plan digital engagement strategies and messaging in support of these opportunities. This requires planning, coordination of external partners and service providers, and developing and placing compelling press releases and op-eds.

- Coordinate APLMA & APMEN staff and external stakeholders on communication activities.

- Identify and engage with contacts across media partners, government agencies, private sector partners, civil society organizations, and other partners.

- Support copywriting, fact checking and proof-reading opinion pieces, speeches, press releases and reports, as required.

**Selection Criteria**

**Qualifications**

- An advanced degree from a reputable university. Ideally Communications, Public Relations, Journalism or other related fields

**Experience**

- Minimum of 2-4 years work experience in management consultancy, PR and digital media agencies, start-ups, or NGOs, with exposure to and experience in managing digital communications.

**Knowledge and Skills**

- Excellent written and oral communications skills in the English language, including ability to translate complex and technical issues into something that anyone can understand

- Ability to liaise with a range of stakeholders including individuals who play a senior role within government agencies and private companies.

- Willingness to travel.

**Personal Attributes**

- Entrepreneurial or intrapreneurial – you have created things, projects, or activities in the past. And you want to do the same in the future.

- Strong interpersonal skills, good track record to work effectively in a team with different cultures and professions to achieve expected objectives

- Ability to communicate effectively with senior government staff and other high level official

- Ability to meet deadlines and work under pressure

- Personal commitment, integrity, efficiency, resilience, flexibility and motivation to achieve expected results

- Ability to represent APLMA and APMEN and promote our initiative and reputation

Please send application to japilado@aplma.org with the subject “Communications Associate” by April 12, 2020.