Position Description

Position Title
Interim Communications Manager - Parental Leave Cover (Consultant)

Duration of Assignment
6 months (possibility of extension for up to 9 months)

Location
Singapore Remote Work (usually position in Singapore but base in Asia Pacific can be considered for right candidate)

Reports to
Chief Executive Officer

Program Overview

Background
Communicable diseases such as COVID-19 present a clear and present danger to us all, a fact now widely recognized like never before. The Asia Pacific Leaders Malaria Alliance (APLMA) and Asia Pacific Malaria Elimination Network (APMEN) are Singapore-based secretariats committed to addressing this challenge.

With malaria as an entry point, APLMA and APMEN work with Governments, multilateral agencies, the private sector and civil society to identify policy, technical and financing solutions that will end malaria by 2030, and in doing so, build robust systems for health security.

- APLMA is an alliance of Heads of Government committed to achieving a region free from malaria by 2030. www.aplma.org
- APMEN is a network of national malaria programs from 22 countries that work with leading scientists and research institutions developing evidence and innovations. www.apmen.org

The Role
The fight against malaria in Asia and the Pacific is a success story. 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.

However, the last mile challenges jeopardize this success. In the Greater Mekong Subregion, antimalaria drug resistance has gained a foothold and threatens to spread. India, Papua New Guinea and Indonesia remain to be countries with high malaria incidence and affecting the hard-to-reach and most vulnerable populations. Coupled with the impact of COVID-19, malaria efforts are being disrupted and there’s a clear shift in priorities within national governments.

How do we best communicate these masked challenges? How do we maintain commitments to malaria elimination from our leaders, communities and business partners? And how do we best articulate the connection of local and regional actions in achieving this goal? This is where you come in.

APLMA is seeking a Communications Manager (maternity cover) who can ensure that malaria elimination remains a top-priority and highly visible locally, regionally and globally. You will work to support the development and implementation of a new APLMA/APMEN communications strategy while coordinating the demands of internal and external stakeholders and contractors.

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.

This position is made for you if you are in a mid to senior role in third sector communications or external relations. You have a can-do attitude and are well-versed in different specialisms of communications and public relations.
## Accountability/ Working Relationships

The position reports to the Chief Executive Officer 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/APMEN secretariat team, you will collaborate closely with other staff members and external partners.

## Position Summary

Manage and coordinate APLMA and APMEN's communication strategy and activities.

## Key Responsibilities

- **Communications Strategy.** Manage the implementation of new APLMA and APMEN communications strategy with support from external contractors.

- **Branding and Key messages.** Ensure that APLMA/APMEN's branding and messages are consistent and clear across all our channels and platforms; and promote maximum visibility for the organization.

- **Copywriting and Proof-reading.** Draft and place communications outreach materials (e.g. opinion pieces, speeches, press releases and reports, as required).

- **Digital Communications.** Ensure that APLMA/APMEN social media and website(s) run like a clockwork by through social monitoring and working with design agency for visuals. Manage screening, curation and sharing of media/journal/online articles relevant to APLMA/APMEN's work and goals.

- **Key Moments.** Identify strategic APLMA/APMEN communications moments across 6-9 months period and plan engagement strategies and messaging in support of these opportunities. This requires event planning, coordination of external partners and service providers, and developing communications materials.

- **Internal communications.** Coordinate APLMA/APMEN staff and external stakeholders on communication activities.

- **Advocacy and Partnerships.** Engage with contacts across partner organizations, government agencies, private sector partners, civil society organizations, and other stakeholders to progress the advocacy issue forward.

- **Project Management.** Manage and coordinate activities of external contractors, performance review and match invoices with contract deliverables.

- **Monitoring, Evaluation and Learning.** Support monitoring of metrics of success and donor progress reporting.

## Selection Criteria

### Qualifications

- An advanced degree on communications, journalism, public relations or related discipline.
Experience

- Minimum of 6 years' work experience in management consultancy, PR and media, or NGOs, with exposure to and experience in managing corporate communications.

Knowledge and Skills

- Excellent written and oral communications skills in the English language, including the 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 and proven ability to work in multi-cultural teams.

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 officials
- Ability to meet deadlines and work under pressure.
- Strong ability to work independently
- Personal commitment, integrity, efficiency, resilience, flexibility and motivation to achieve expected results.
- Ability to represent APLMA/APMEN at all levels and promote our initiatives and strategy.

To apply, please send your resume and cover letter to info@aplma.org by November 17, 2020. Interviews will be conducted on a rolling basis.