

Job Vacancy at the ASEAN-Japan Centre

- **Position title:** Public Information Officer
- **Division:** Office of the Secretary General
- **Duty station:** Tokyo, Japan
- **Salary and other benefits:** Around 5.2 million yen per year, and overtime allowance, commutation allowance, plus social security and health insurance, and payment of termination gratuity. The salary will be reviewed after one year.
- **Annual leave:** 25 day annual leave as stipulated in the Staff Rules, plus summer, and end and beginning of the year holidays.
- **Contractual period:** Two (2) year with possibility of extension (first six (6) months being in the probationary period)
- **Commencement of the assignment:** As soon as possible or negotiable
- **Eligible nationalities:** The post is open to nationals of member states only, namely the 10 ASEAN countries and Japan.
- **Organization setting and reporting:** This position is located in the Office of the Secretary General (OSG) of the ASEAN-Japan Centre. The Centre has been working to strengthen economic partnership between the ASEAN Member States and Japan in trade, investment and tourism, as well as promoting exchanges of persons between the two parties. The incumbent works under the direct supervision by the Senior Executive Officer of the OSG. Job functions and duties are carried out under the authority of the Secretary General.
- **Education:** Advanced university degree (Master's degree or equivalent) in public information, communications, journalism, information management, or related fields is required. A first-level university degree in combination with an additional two (2) years qualifying experience may be accepted in lieu of the advanced university degree.

■ **Work Experience:**

- A minimum of seven (7) year experience in public information, communications, journalism, information management or related area is required.
- Experienced drafting, editing and producing information and communications products for various platforms is required.
- Experienced working with social media and digital communication tools and content to support information dissemination and communication is desirable.
- Work experience at an international organization or organization of a similar nature to promote its work is an advantage.

■ **Language:** Fluency in both English and Japanese with excellent drafting ability required. Proof of proficiency (e.g. TOELF-iBT > 105, TOEIC > 920 for both Japanese and ASEAN applicants; in addition, for non-Japanese N1) is required. Strong drafting ability in English is preferred. Knowledge of an ASEAN language is an advantage.

■ **Responsibilities:** The incumbent, in consultation with the Secretary General and senior supervisors, promotes external relations through media coverage of the Centre's activities such as major conferences, events and campaigns, via press releases, media alert and SNS announcements; develops a media strategy and action plan; pro-active media outreach efforts; and proposes and arranges press conferences. More concretely, the incumbent will be responsible for the various duties including the followings:

1. Managerial work for the AJC's PR activities

- Developing long-term vision of the AJC's PR activities
- Planning and controlling the AJC's media strategy and action plan
- Implementing the AJC's PR activities in coordination with senior supervisors and the operational department
- Controlling over the AJC's PR budget
- Establishing and maintaining the Centre's media networks

2. Media related PR works

- Drafting and distributing Japanese/English press releases
- Arranging and responding to requests for an interview/news gathering from the media
- Producing advertorials and tie-up articles with the media
- Clipping media coverages

3. Outreach works targeting the general public

- Hosting group visits from various organizations and schools and conducting informative programs introducing ASEAN Member States, ASEAN-Japan relations and the activities of the AJC for them
- Arranging on-site ASEAN lectures at universities and schools in Japan
- Participating in external events and fairs
- Planning and implementing events at the ASEAN-Japan Hall

- Serving as primary point of contact for applications for nominal support and use of the ASEAN-Japan Hall by external organizations, and handling necessary procedures for the applications

4. Management and maintenance of the AJC's official website and SNS, including drafting news and messages on a daily basis for SNS

5. Production of information materials and tools

- Producing the Centre's annual brochure and other printed and online information materials/tools

6. Others

- Managing and maintaining the General Information Corner and the ASEAN-Japan Hall
- Other works related to the Office of the Secretary General

- **Other qualification:** Be proactive in daily activities and behaviors; possess a visionary and creative mindset; possess the spirit of team work; be supportive to any work assignment; adaptability and interpersonal skills; and organization and IT skills.
- **How to apply:** Applicants can use any form of application of **CV in both English and Japanese** to submit to the following by post or email.

Address: Office of General Affairs, ASEAN-Japan Centre
(Staff in charge: Nukiyama)
1F., Sin Onarimon Bldg., 6-17-19 Shimbashi, Minato-ku,
Tokyo 105-0004 JAPAN

Phone: 03-5402-8314

Email: saiyoweb@asean.or.jp

Deadline for application: March 31, 2020 (Tuesday)

In relation to the requirements of the job opening, applicants must provide complete and accurate information pertaining to their qualifications, including their education, work experience, language skills, references and any other relevant information. Initial screening and evaluation of applications will be conducted on the basis of the information submitted. Applications cannot be amended following submission, and all documents submitted to the Centre will not be returned to applicants.

- **Assessment:** Evaluation of qualified candidates may include an assessment exercise which will be followed by an interview. Candidates under serious consideration for selection will be subject to a reference-checking process to verify the information provided in the application.

- **Special note:** Extension of the appointment is subject to performance of the incumbent. The Centre does not charge a fee at any stage of the recruitment process, nor concern itself with information on applicants' bank accounts. The Centre is committed to the highest standards of efficiency, competence and integrity for all its human resources, including but not limited to respect for international human rights and humanitarian law.