



# Southeast Asian Minister of Education Organization Regional Centre for STEM Education (SEAMEO STEM-ED)

**SEAMEO STEM-ED** (<https://seameo-stemed.org>) is a regional inter-governmental organization among the governments of the 11 SEAMEO member countries, hosted by the government of Thailand, with a mission to build the capacities in STEM education in the Southeast Asian region. With the assistance of our widespread networks, including member and affiliate countries, public and private institutions, and non-profit educational influencers, SEAMEO STEM-ED affirms our commitment to the advancement of STEM education in Southeast Asia.

## **SEAMEO STEM-ED is inviting candidates to fill the positions below.**

These full-time positions offer a fixed-term contract and a health insurance and provident fund coverage, based in Bangkok, with an initial 3-year contract and extension possibility based on performance.

### **Senior Communication Officer**

#### **Duties and Responsibilities:**

The Senior Communication Officer will be responsible for formulating communication strategies and plans and managing the overall internal and external communication, public relations, publicity, and fundraising events and activities of the Centre, and will perform the following tasks:

- Formulate communication strategies and plans including PR, branding, communication both internally and externally through all media channels and approaches for both the Centre and projects/programs.
- Oversee, manage, and lead the implementation of the communication strategies and plans.
- Manage and oversee the work undertaken by outsourced agencies/vendors to support the Centre's PR, media, publicity, and fundraising activities and events to meet the agreed objectives, deliverables, and budget.
- Analyze information and provide guidelines and advice to communication team to develop communication materials to communicate Centre's activities and events.
- Manage, oversee, and contribute to the development, distribution, and management of contents across all media platforms, including publications, press releases, website, social media, annual reports, speeches, and other marketing materials that communicates the Centre's projects, programs, activities, events, and services.
- Manage, oversee, and contribute to the promotion, communication, maintenance, and enhancement of positive brand image of the Centre and relationships with relevant stakeholders.

- Manage the quality, standards, and compliance of the communication services delivered by the communication team.
- Manage, oversee, and contribute to the coordination and support for project, program, publicity, and fundraising events and activities.
- Seek networking and other opportunities to raise funds, enhance the brand image of the Centre, and promote the Centre's projects, programs, activities, events, and services.
- Manage the responses to media inquiries and the organization of interviews and press activities.
- Establish and maintain effective relationships with journalists and maintain functioning and up-to-date databases of media, supporters, donors, sponsors, and stakeholders.
- Manage the records and reporting of media coverage and the collation and reporting of analytics and metrics.
- Support the development of proposals and presentations for potential funders.
- Perform other duties assigned by the supervisor.

### **Qualifications and Experiences:**

- A Master's Degree in communications, journalism, public relations, or a related field.
- Minimum 10 years of relevant experience in a communication role.
- Demonstrated experience formulating and implementing communication strategies and plans and managing activities and budget for marketing communication, public relations, content management, social media management, and brand communication.
- Proficient in software programs for office work (such as Microsoft Office), content management systems, and social media platforms.
- Working knowledge of desktop publishing software packages.
- Excellent verbal and written communication skills in Thai and English.
- Creative, attention to detail, and good interpersonal, time management, and organizational skills.
- Ability to lead a team to accomplish common goals.

### **APPLICATION GUIDELINES**

Interested candidates are invited to send an Introduction Letter, explaining why you want to work for SEAMEO STEM-ED and why you are qualified for the position, and your current resume to [HR@seameo-stemed.org](mailto:HR@seameo-stemed.org). SEAMEO STEM-ED reserves the rights to respond only to the applicants in whom the Centre has further interest.

**Deadline for Applications: 25 June 2022 at 17:00 hours Bangkok time.**

**Contact:** [HR@seameo-stemed.org](mailto:HR@seameo-stemed.org)