



Job Description

Update 15 March 2021

Job Title: Communications Assistant

Contract Term: fixed term 1 year

**Location: Asia-Pacific Regional Office,
Melbourne, Australia**

Team: APRO

Overall responsibilities:

The Communications Assistant supports digital communications for PSI Asia Pacific campaigns and the Center for International Corporate Tax Accountability and Research (CICTAR).

Key responsibilities of the position include:

1) Digital communications

- Coordinate content for PSI AP social media and online presence;
- Maintain and develop content for campaign websites hosted by PSI AP;
- Maintain the CICTAR website and social media presence;

2) Internal Communications

- Support internal communication and administration of the PSI Asia Pacific office: organise the annual board meeting and drafts the minutes

Other duties as assigned by the Regional Secretary, CICTAR Management Committee or PSI AP Communications Officer.

Supervision:

The position will report to the Asia Pacific Regional Secretary.

Cross-functional links:

WWW.PUBLICSERVICES.INTERNATIONAL

The position will work in close collaboration with the Communications Coordinator for Asia Pacific, the CICTAR Principal Analyst, CICTAR Operations Manager and the Communications Team at Head Office.

Employment conditions: Australian fixed term contract 1 year, 0.4 EFT. Salary equivalent of a VPS level 2, pro rata temporis.

Additional benefits include a 13th month salary, paid on a pro rata basis, which shall be paid in lieu of the annual leave loading entitlement in accordance with clause 7.1 and 29.3 of the Award.

And pension contributions of 15% of the gross salary.

Selection criteria:

Content Expertise:

- Demonstrated understanding of and commitment to trade unionism, corporate accountability and public services in the Asia and Pacific regions;
- Demonstrated commitment to gender equality and experience working to advance gender equality within organisations or movements;
- Experience in the production of online media content for progressive social change;

Skills and attributes:

- Website management experience (particularly using Wordpress) and knowledge of online application tools for internal and external communications;
- Demonstrated experience drafting timely, accurate reports for internal and external accountability;
- Strong administrative skills and ability to support collective planning tools.

Languages:

- Outstanding English language skills, with an ability to develop plain language, accessible materials and easily translatable content;