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:
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;