



• We are hiring •

## Information and Communication Assistant



### DUTIES & RESPONSIBILITIES

- Coordinate for production of CARAM Asia publications and newsletters.
- Produce Social Media Contents, Media Releases and announcements.
- Coordinate for implementation of CARAM Asia's Fundraising and Communication Strategy.
- Coordinate international and local media monitoring with CARAM Asia partners and members.
- Coordinate information and manage the overall health of the CARAM Asia website (<http://caram-asia.org>) and increase the traffic and utilisation of the website.
- Assist in organizing online/virtual events.
- Assist in IT management.



### REQUIREMENTS

- Degree in Mass Communication, Business Communication or the equivalent.
- Proficiency in the use of Word processing, spreadsheet, publication software and web applications.
- Fully competent in English with excellent writing skills.
- Ability to keep to tight deadlines and possess strong organisational skills.
- Have good interpersonal skills, diligent, open minded, dedicated and must be able to work independently.



### GUIDANCE

CARAM Asia will provide the required information, orientation and guidance to the 'Information & Communication Assistant' for accomplishing the job responsibilities.



### SALARY

Reasonable salary with fringe benefits will be paid based on the qualification and prior job experience.

*Please send in your applications together with your curriculum vitae to [info@caram-asia.org](mailto:info@caram-asia.org) by 30<sup>th</sup> April 2023.  
Only shortlisted candidates will be notified*