

TERMS OF REFERENCE:

Title:	Communications Specialist – Content and Media		
Eligibility Criteria:	Open to Nationals Only	Location:	Jakarta
Position Type:	Long Term Position	Term:	Until 31 December 2023 with possible extension
Reporting To:	Head of Communications		

1. BACKGROUND OF THE PROJECT

PRISMA (The Australia-Indonesia Partnership for Promoting Rural Incomes through Support for Markets in Agriculture) is an innovative partnership between the Government of Indonesia and the Government of Australia to grow agricultural markets in rural Indonesia. PRISMA addresses food security and poverty by making rural markets more inclusive. We do this by partnering with businesses and government to remove market barriers and introduce product and production innovations.

2. PURPOSE OF THE POSITION

Under the direction of the Head of Communications, the Communications Specialist will be responsible for a diverse set of communications activities, from developing story ideas, contributing to PRISMA's LinkedIn page and supporting the administrative functions of the team, including managing sub-contractors including photographers, videographers and web agencies.

3. ROLES AND RESPONSIBILITIES

The Communications Specialist will be responsible for:

1. Developing story ideas for all PRISMA channels, including the website, media, social media and other communications products.
2. Contributing to and administering PRISMA's social media presence. Planning and developing content and developing and implementing digital growth strategies.
3. Developing and implementing a media strategy. Liaising with journalists and writing press releases.
4. Contributing to the management and regular updating of the PRISMA website.
5. Ensuring that all communications outputs are produced to an excellent standard in both English and Bahasa Indonesia, removing grammatical and copy errors and maintaining a consistent voice and style.
6. Working closely with the Visual Communications Specialist to produce content for engaging graphics, videos, and publications for internal and external audiences.
7. Providing technical content guidance and support to the communications team and other PRISMA staff as required.
8. Supporting the administrative functions of the team including managing sub-contractors including photographers, videographers, and web agencies.

4. KEY SELECTION CRITERIA

Essential

- Bachelor's degree
- Demonstrated experience in communications, media or public relations, with a focus on content creation and social media management
- Excellent written and spoken English (native / bilingual an advantage) and Bahasa Indonesia

- Proven experience in editing and writing copy for digital and traditional media, as well as reviewing a diverse range of communications products
- Experience working on a development program funded by the Australia Government or other donors
- Excellent attention to detail and a can-do, team attitude will be a strong plus.

5. FUNCTIONAL RELATIONSHIPS

The Communications Specialist will report to the Head of Communications.

6. APPLICATION

The vacancy closes on **31 March 2023**.

Please refer to the link for detailed information on how to apply: [Communication Specialist – Content and Media](#).

Women and people with disability are encouraged to apply.