

**ARE YOU INTERESTED IN MAKING DIFFERENCES IN THE LIVES OF YOUNG PEOPLE AFFECTED AND LIVING WITH HIV IN ASIA AND THE PACIFIC?**

Youth LEAD welcomes applications from all appropriately qualified young people under the age of 30. Young LGBTIQ members with required qualifications are particularly encouraged to apply.

**The opening is applicable to Thai nationals or anyone residing within Thailand with a valid visa. Allocation expense is not applicable for this opening.**

**Communication and Project Management Officer**

Closing Date: **February 5, 2021**  
Contract Type: **Temporary – 12 months (3 months probation period; could be extended based on the availability of the funding and the performance.**  
Reporting to: **Regional Coordinator**  
Location: **Bangkok, Thailand (Asia Pacific Regional Position)**

**Role Summary:**

The Communication and Project Management Officer will work to strengthen the communication and knowledge management aspects of Youth LEAD. The work is divided to manage broader organizational communications and specific project based activities under the supervision of the Regional Coordinator. The project is developed to work with young Transgender people in Asia and the Pacific Region.

**RESPONSIBILITIES**

**Communications**

- Manage and foster the ongoing Youth LEAD communication assets (webpage, e-newsletter, Facebook page, Twitter and Instagram) to enable strategic and effective communication between Youth LEAD and its stakeholders.
- Identify strategic communication materials, formats and timings to better communicate with the stakeholders.
- Develop and design annual and other periodic report with support from relevant officers.
- Enhance the database and communication strategies with the Youth LEAD focal points in around 20 countries.
- Represent Youth LEAD in different forums and meetings at the regional and international level, if needed.

**Knowledge Management**

- Work proactively with program and project teams to identify opportunities for capturing and sharing knowledge, and disseminating information about major progress and results.
- Advise the project on branding and publications policy and also assist in their dissemination.
- Develop and maintain contacts with key print and electronic media (including TV, news websites and blogs) to supply them with newsworthy material about Youth LEAD
- Ensure that all outreach information material to be used by the media is written in a way that concepts and issues can be readily understood by the public;
- Research and identify media stories, writes and edits media releases, and feature stories within tight timeframes, which consistently meet agreed standards.

**Project Management**

- Manage the regional project targeted to young Transgender people in the Asia Pacific
- Ensure donor compliance with quality implementation, reporting and financial management.
- Coordinate with stakeholders and consortium members as the project focal point

## **Qualifications and experience**

- Must be under the age of 30 when applying for the position.
- Bachelor's degree in communication or social science with a proven track record with communication skills.
- Prior experience working on HIV and young people at the international level is an asset but not mandatory.
- Skill in graphic designing and video making is an asset.

## **Knowledge and skills**

- Have the ability to create partnerships within the project area.
- Knowledge of programming is highly desirable.
- Excellent written and verbal communication skills in English, a keen eye for details, good presentation and interpersonal skills and excellent report writing skills.
- People management skills as well as mentorship experience and capability.

## **ABOUT YOUTH LEAD**

Youth LEAD is the Asia Pacific regional network of young key populations (YKP) with networks in 19 countries. We aim to empower young key populations through capacity building, advocacy, and the expansion of partnerships between local, national, and regional YKP organizations. We want to ensure more meaningful participation and involvement of YKP in all levels of decision making that impact their lives.

Visit <https://www.youthleadap.org/> for more details on the organization.

## **HOW TO APPLY**

**Interested candidates who meet the criteria and the qualification are requested to send their updated CVs, motivation letter and monthly salary expectation to [career@youth-lead.org](mailto:career@youth-lead.org) with subject "YL- Communication and Project Management" before February 5, 2022 12 am midnight Bangkok time.**

**Only shortlisted candidates will be contacted for an interview.**