



JOB DESCRIPTION:

Regional Manager, Communications

Location: Singapore/Remote (Southeast Asia)

BACKGROUND:

Grow Asia was established by the World Economic Forum in 2015 in collaboration with the ASEAN Secretariat in response to the urgent need to transform food systems to be more inclusive, sustainable, and resilient to climate change. As a multi-stakeholder platform, Grow Asia works with more than 690 global and regional partners to broker market-driven solutions across Southeast Asia. We do this by convening leading decision makers from public, private, and civil society organizations, mobilizing partnerships and funding models, and delivering best practice through the implementation of collaborative public-private projects at a field-, national-, and regional level.

The Grow Asia network comprises our regional office in Singapore and five country chapters in Cambodia, Indonesia, Papua New Guinea, the Philippines, and Viet Nam. The network operates through 44 national and sectoral Working Groups and is already reaching over 2.9 million smallholders across Southeast Asia with market-led solutions. In 2020, Grow Asia was accredited as an Entity Associated with ASEAN. This accreditation recognizes the important role Grow Asia plays in the region, particularly in facilitating multi-stakeholder partnerships and acting as a delivery mechanism for ASEAN Technical Assistance.

THE ROLE:

Grow Asia is seeking a Regional Manager, Communications to support the implementation of Grow Asia's communications strategy.

Reporting to the Head, Communications, the **Regional Manager, Communications** will support the delivery of Grow Asia's global communications strategy and enhance Grow Asia's profile as a leader in building multi-stakeholder, market-driven and action-oriented partnerships. The Regional Manager, Communications will also support event management and content creation.

We are looking for an independent thinker and problem solver, with a strong sense of self-motivation, who thrives in a highly collaborative, dynamic team environment. The successful candidate should bring experience in designing and implementing communications strategies with experience in media relations, copywriting, stakeholder engagement, and collateral development.

RESPONSIBILITIES include but are not limited to:

- Stakeholder Engagement: Prepare talking points, briefings, content assets to ensure regular engagement with key stakeholders and partners.
- Content Creation: Draft and edit collateral for communications touchpoints such as LinkedIn, Twitter, newsletters, and website assets. Manage information and data on Grow Asia's website.
- Event Management: Assist in the management and content development for Grow Asia's annual

flagship event, the Grow Asia Investment Forum

- Media relations: Build connections with key media, including digital media, aimed at increasing Grow Asia's visibility.
- Support the design and implementation of a Membership Engagement strategy.

THE SUCCESSFUL APPLICANT:

- Bachelor's Degree in Communication, Journalism, Media, Marketing, Public Relations or in the Social Sciences, International Affairs, or International Development.
- 5+ years of work experience in Comms or Journalism, NGO, or private sector in an agency environment.
- Excellent attention to detail
- Experience in campaign design is preferred.
- Excellent written and oral communications skills with a special talent for storytelling, with fluency in spoken and written English and, ideally, one other Southeast Asian language.
- Excellent digital skillset: photography/videography, with excellent command of Microsoft's Suite and working knowledge of Adobe Photoshop, Illustrator, InDesign, and Canva.
- Strong interpersonal skills and willingness to learn.
- Ability to work independently and in a small but highly efficient team.
- High level of integrity and commitment to socio-economic development and food systems transformation.
- Highly motivated self-starter with a passion for building more resilient food systems in Asia.

Location: Singapore/Remote based in Southeast Asia

Travel requirement: Up to 20%, mainly within Southeast Asia

Start date: Immediate

WHAT'S ON OFFER:

In addition to a competitive salary, this role provides a unique opportunity to (1) develop your capabilities and broaden your skill set in an organization that supports continuous growth, (2) work with a highly motivated, collaborative, efficient and compassionate team that also values autonomy, (3) be part of a dynamic, well-respected and credible entity in Southeast Asia, (4) connect with the World Economic Forum and its Food Action Alliance, participating in the global agenda on food security and agricultural development, and (5) contribute to social, economic and environmental progress in Southeast Asia and beyond.

HOW TO APPLY:

Qualified applicants are invited to send their resume, cover letter, writing sample, and design sample to careers@growasia.org by **30 April 2024**. We ask that you kindly include your name and the position you are applying for in the subject line (e.g., "Application: Regional Manager, Communications – Your Name"). Due to the volume of applications expected, only shortlisted candidates will be notified.

--

As a multi-stakeholder platform we believe all voices matter, and we actively seek to bring them to the table. Aligned with this ethos, Grow Asia is committed to equal employment opportunity regardless of race, religion, sex, national origin, sexual orientation, age, marital status, disability, or gender identity.