



AFPPD GLOBAL

JOB VACANCY ANNOUNCEMENT & TERMS OF REFERENCE

Communication Assistant

Organization	Asian Forum of Parliamentarians on Population and Development (AFPPD Global)
Position	Communication Assistant
Duty Station	Kuala Lumpur, Malaysia
Reports to	Executive Director
Employment Status	Expatriate/Local Recruitments
Contract Type	Fixed-Term Contract
Working Days	Monday - Friday
Working Hours	9:30 a.m. – 5:30 p.m.
Starting Date	January 2027
Application Deadline	6 November 2026
Working Relationship	Works closely with the Communication Consultant and Programme Officer

1. Background

AFPPD Global is a regional network of parliamentarians working to advance population and development issues through parliamentary engagement, advocacy, policy dialogue and regional cooperation. The Global Secretariat in Kuala Lumpur supports programmes, partnerships, communications and institutional activities across the Asia-Pacific region.

2. Purpose of the Position

The Communication Assistant will support the implementation of AFPPD Global's communication activities and strengthen the organization's visibility and digital presence. Under the overall supervision of the Executive Director, the Assistant will work closely with the Communication Consultant. The Consultant will lead higher-level communication strategy, messaging, substantive content and editorial direction, while the Assistant will focus on day-to-day implementation, coordination, content support and maintenance of communication platforms and materials.

3. Scope of Work / Key Responsibilities

A. Communication Materials and Content

- Support production of AFPPD Global communication materials in line with approved branding and communication guidance.
- Assist in drafting and preparing website stories, news updates, social media posts, newsletters, event announcements, fact sheets and other routine communication materials.
- Assist the Communication Consultant in collecting information and developing stories highlighting parliamentary activities, achievements and regional initiatives.
- Proofread, format and prepare communication materials for review and approval.
- Support editing and formatting of programme reports, meeting reports, publications, presentations and event materials.

B. Website, Social Media and Digital Communications

- Maintain and regularly update the AFPPD Global website with approved content.
- Prepare and upload approved content to AFPPD Global's LinkedIn, X, Threads, Instagram and other approved social media channels.
- Assist in maintaining a regular posting schedule and content calendar.
- Monitor digital platforms and flag outdated information or content requiring correction.
- Maintain organized records of published website and social media content.

C. Newsletters and Publications

- Support preparation and production of AFPPD Global newsletters and other regular communication products.
- Compile programme updates, photographs, news and other materials.
- Assist with editing, formatting, layout coordination and distribution.
- Maintain an organized archive of newsletters, publications and communication products.

D. Programme and Event Communications

- Support communication activities for parliamentary meetings, conferences, dialogues, workshops and other AFPPD Global activities.
- Assist in preparing communication and visibility materials before, during and after events.
- Support documentation of events and key milestones through written summaries, photographs and video materials.
- Collect and organize photographs, videos, presentations, speeches and other event materials.
- Assist in preparing post-event news stories, social media content and highlights.
- Provide on-site communication support when required.

E. Stories, Media and Visibility Support

- Work with the Communication Consultant and Programme Officer to identify activities and achievements suitable for communication.

- Collect information, quotations, photographs and other materials required for stories.
- Maintain relevant media, partner and stakeholder contact lists.
- Assist with approved press and media materials and maintain records of media coverage.

F. Branding, Vendors and Records

- Ensure routine communication materials use approved AFPPD Global logos, templates and branding.
- Support coordination with designers, printers, photographers, videographers and other communication service providers.
- Follow up on agreed communication deliverables where required.
- Maintain approved templates, logos, photographs, videos and other communication resources in an organized filing system.

G. Coordination

- Work closely with the Communication Consultant on day-to-day communication assignments while remaining under the supervision of the Executive Director.
- Coordinate with the Programme Officer and Secretariat staff to obtain accurate programme information and materials.
- Prepare and submit complete administrative and operational requests relating to communication activities, including procurement requisitions, vendor quotations, travel or event logistics requests, and supporting documentation, to Accounts and Admins for processing and approval in accordance with AFPPD Global procedures.
- Coordinate with the Programme Officer where requests relate to joint programme and communication activities. Each originating officer is responsible for preparing the relevant request and supporting documents before submission to Accounts and Admin.
- Take responsibility for initiating and following up on requests arising from communication activities; such paperwork shall not be delegated entirely to administrative staff.
- Perform other communication-related duties assigned by the Executive Director.

4. Division of Responsibilities

The Communication Consultant will lead communication strategy, key messaging, substantive writing, editorial direction, campaigns, media engagement, social media development and quality assurance. The Communication Assistant will support implementation through routine content preparation, website and social media updates, newsletter compilation, event documentation, communication records, material collection and operational follow-up. Both positions remain under the overall purview of the Executive Director.

5. Qualifications and Experience

- Diploma or Bachelor's degree in Communications, Public Relations, Journalism, Media Studies, Marketing, Digital Media or another relevant field.
- Relevant experience in communications, content preparation, social media, website administration or related work is desirable.
- Experience supporting communication for programmes, events, NGOs, international organizations or similar institutions would be an advantage.
- Experience working with international organisations, parliamentary institutions, international NGOs, UN agencies, development partners or donor-funded projects is highly desirable.
- Preference will be given to candidates with experience supporting international programme implementation, communications with donors and development partners, and international media outreach.
- Experience working in multicultural teams and communicating with international stakeholders would be an advantage.
- Fresh graduates with relevant communication and digital skills may also be considered.

6. Skills and Competencies

- Good written and verbal communication skills in English.
- Good writing, editing and proofreading skills.
- Familiarity with website content management systems and major social media platforms.
- Basic graphic design, photography, video editing or digital content skills would be an advantage.
- Strong organizational skills and attention to detail.
- Ability to manage multiple assignments and meet deadlines.
- Ability to work collaboratively in a multicultural and international environment.

7. Language Requirements

Good command of written and spoken English is required. Proficiency in Bahasa Malaysia is required for effective local coordination. Knowledge of other languages used in the Asia-Pacific region would be an advantage.

8. Reporting and Working Relationship

The Communication Assistant shall report directly to the Executive Director. The Assistant will work closely with the Communication Consultant in implementing day-to-day communication activities. The Consultant may provide technical and editorial guidance, but this does not establish a separate supervisory reporting line. Both positions remain under the overall purview and direction of the Executive Director.

How to Apply Interested candidates are invited to submit the following documents by email to secretariat@afppdglobal.org by 6 November 2026:

- Curriculum Vitae (CV) in English, including current telephone number and email address.
- Motivation Letter / Cover Letter in English outlining relevant experience and suitability for the position.
- Copy of identification document and, where applicable, valid employment or immigration documentation.
- Please indicate "Application - Communication Assistant" in the email subject line.

Selection Process Applications will be reviewed based on qualifications, relevant experience and suitability for the assignment. Shortlisted candidates may be invited for an interview and/or practical assessment. Only shortlisted candidates will be contacted. AFPPD Global reserves the right to request additional information or references as part of the selection process.