

VACANCY: Communications Coordinator/Specialist

What we do: LIRNEasia is a pro-poor, pro-market think tank based in Sri Lanka and active across emerging Asia-Pacific. We conduct in-depth, policy-relevant research on infrastructure industries including the digital sector. Our work often extends to other areas such as employment, education and agriculture. We document regional good practices. We then disseminate independent, actionable knowledge, to policy makers, regulators, service providers and the media, with the view of benefitting the poorest citizens in Asia.

We offer: competitive remuneration, a stimulating work environment and international exposure on regional projects with potential foreign travel.

The objective of the Communications Coordinator is to:

- Ensure that research outputs are effective and reach the relevant stakeholders
- Manage brand presence among stakeholders
- Evaluate and improve the effectiveness of communication activities

Scope of work:

1. Plan and implement research dissemination and communication
2. Continuously monitor, evaluate and improve the effectiveness of research communications
3. Create effective communication materials
4. Maintain, evaluate and continuously improve brand presence among relevant audiences
5. Manage communications resources
6. Develop and maintain relationships with external resource persons
7. Lead the production of the Annual Report

Skills and Experience:

Candidate must have:

- experienced in print, digital and social media publishing
- a functional understanding of web development, design and publishing software including Wordpress and Creative Cloud suite
- basic competence in graphic design, photography and videography
- an excellent command of written and spoken English and fluency in Sinhala OR Tamil
- self-motivation and ability to work efficiently on tight deadlines
- ability to work effective independently, as well as within a team

Highly preferred candidates will have prior experience in disseminating policy-relevant research OR in a publishing/marketing-related field

If shortlisted, candidates must provide a portfolio of previous work including (but not limited to) details of dissemination/communication campaigns and written outputs

To apply:

- EMAIL: [hr\[at\]lirneasia.net](mailto:hr[at]lirneasia.net) on or before 14th February 2021
- SUBJECT: Communications
- ATTACH: One-page resume
- Phone/email contact details of two non-related referees

Please note that ONLY shortlisted candidates will receive a response/acknowledgement of receipt of application.