



Job Title: Communications Assistant

Join LIRNEasia, a dynamic and internationally recognized Think Tank, to support our communications work.

What we offer:

Competitive remuneration, international exposure on regional projects, a supportive work environment, the opportunity to learn new skills.

In this role, you will:

As a Communications Assistant, you will work directly with Communications Manager and play a key role in ensuring the smooth execution of LIRNEasia's communications strategy. You will be responsible for a variety of tasks, including but not limited to:

- **Content creation and management:**
 - Draft, edit, and proofread content including photos and videos for LIRNEasia's publications, reports, social media, and other communication materials, ensuring clarity, accuracy, and consistency with branding guidelines.
 - Contribute ideas for new content to align with organizational goals and engage target audiences.
- **Social media management:**
 - Schedule, monitor, and actively engage with social media posts across all platforms to grow LIRNEasia's online presence.
 - Analyze social media performance and prepare reports with insights and recommendations to improve engagement metrics.
- **Event coordination:**
 - Assist in organizing and promoting in-person and online events, webinars, workshops, and press releases.
 - Identify and coordinate media placement opportunities to enhance visibility.
- **Stakeholder engagement:**
 - Support the development and maintenance of relationships with stakeholders, including media contacts, event organizers, and LIRNEasia's research network.
 - Maintain and update the contact database for streamlined communications.
 - Coordinate with designers, printers, and other vendors to produce high-quality visual and communication assets.

What you'll need:

- A completed bachelor's degree in communications, media studies, marketing, or a related field is required.
- A minimum of 1 year of experience in a communications role, with a proven track record in content creation, social media management, and media relations.
- Proficiency in managing and creating content for social media platforms, including X/Twitter, Instagram, Facebook, and LinkedIn. Experience in running successful social media campaigns is highly desirable.
- Working experience in Canva video and image editing, Microsoft Word, Excel and WordPress. Experience in digital media design and content management will be an advantage.



- Strong written and verbal communication skills in English and at least one other local language (Sinhala or Tamil); proficiency in other regional languages will be an advantage.
- Experience in organizing and coordinating events, including liaising with stakeholders and handling logistics.
- Demonstrated ability to work effectively both independently and within a team. Strong capacity to manage multiple tasks with short turnaround times.

To apply

- Email hr@lirneasia.net
- SUBJECT: Communication Assistant
- Detailed CV (Max four pages)

What we do

LIRNEasia (www.lirneasia.net) is a think tank based in Sri Lanka and active across emerging Asia-Pacific. We conduct in-depth, policy-relevant research on infrastructure industries including the ICT/Digital sector. Our work often extends to other areas such as labour, education, agriculture, energy, disability, and poverty. We collect robust data, document regional good practices, and disseminate independent, actionable knowledge, to policy makers, regulators, private sector, and media, with the view of benefitting the poorest citizens in Asia.

Please note that LIRNEasia will only contact applicants that have been shortlisted for interviews.