LIRNEasia
Pro-poor. Pro-market.

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, and the opportunity to learn new skills.

In this role, you will:

As the Communications Assistant, you will work directly with the Communications Officer 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:**
  - Design, edit, and proofread content, including graphics 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.
- **Media tracking and reporting:**
  - Monitor and track LIRNEasia's media mentions and update communication monitoring databases regularly (daily/weekly).
  - 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.
  - Provide logistical and vendor coordination support to ensure the smooth execution of LIRNEasia events.
- **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.

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What you'll need:

- A completed bachelor's degree or diploma in communications, design, media studies, marketing, or a related field.
- A minimum of two years of experience in a communications-related role, with a proven track record in content creation, social media management, and media relations.
- Prior experience in developing content based on research outputs and managing social media campaigns to support research dissemination will be highly desirable.
- Working experience using design and video editing tools such as Canva, and the ability to create visually engaging communication materials for complex research outputs.
- 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.
- Demonstrated ability to work effectively both independently and as part of a team, with strong organizational skills and the capacity to manage multiple tasks within short timelines.
- Experience in organizing and coordinating events, including liaising with stakeholders and managing logistics, will be considered an added advantage.

To apply

- Email hr@lirneasia.net on or before 25 March 2026
- SUBJECT: Communication Assistant
- Detailed CV (Max three pages) with phone/email contact details of two non-related references.
- Include a link to your portfolio or samples of prior work, if available.

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.