

TERMS OF REFERENCE (TOR)

Communication and Outreach Officer (COO)

(Version 16 December 2025)

INTRODUCTION

The Global Water Partnership Southeast Asia (GWP-SEA) is a regional network focused on promoting Integrated Water Resources Management, building partnerships, and enhancing water security in Southeast Asia. The GWP-SEA Secretariat, hosted by PT Agrinas Palma Nusantara (Persero), coordinates regional programmes, communication, administration, and knowledge management.

GWP-SEA is hiring a Communication and Outreach Officer (COO) to improve visibility, partner engagement, and communications in the region. This role focuses on raising public awareness, building relations, and promoting GWP-SEA activities in alignment to the GWPO's communication strategy.

The Communication and Outreach Officer (COO) at GWP-SEA acts as the main contact for all communications, both internal and external. The COO is responsible for conveying GWP-SEA's mission and achievements to varied audiences, including designed activities that aligns with organisational goals.

OBJECTIVE OF THE POSITION

The Communication and Outreach Officer aim to:

- Increase visibility for GWP-SEA and partners.
- Boost engagement with media, stakeholders, and the public in line with GWPO branding.
- Assist outreach for events, campaigns, and regional programs.

SCOPE OF WORK AND KEY RESPONSIBILITIES

Under the supervision of the Regional Coordinator (RC), the COO will undertake the following tasks:

Coordination

- Coordinate with the RC to ensure communication pathways in coordination with GWPO's global direction.
- Liaise regularly with the GWPO Communications Team to ensure consistency with branding, messaging, and policy.

Information Exchange & Knowledge Sharing

- Facilitate information exchange across the region by facilitating online events, including webinars.

Social Media Management

- Manage and update GWP-SEA's social media channels (LinkedIn, X/Twitter, Instagram, Facebook).
- Develop content and engagements that highlight regional initiatives, including drafting and editing posts, articles, and messages.

Event Communication Support

- Support design, production, and dissemination of communication materials for regional events, meetings, and regional-related activities.
- Coordinate photography, media coverage, and post-event reporting.

Monitoring, Reporting & Quality Assurance

- Prepare periodic monitoring reports for GWPO Communications.
- Provide regular updates to the RC on communication activities and strategic issues.

EXPECTED OUTPUTS

- Information exchange across the region by facilitating online events, including webinars.
- Regular updated content on GWP-SEA website and social media.
- Press releases, articles, and communication materials for events and campaigns.

REPORTING & COORDINATION

The COO will report directly to the Regional Coordinator (RC) and coordinate closely with:

- RC and GWPO Head of Communications.
- Related partners in the region
- Outsourced communication service providers.

Progress will be monitored through regular coordination meetings, content reviews, and periodic reporting.

WORKING ARRANGEMENT

- This position is **part-time**, equivalent to **20 working hours** per week.

- Work-from-home (*remote working*) arrangements apply.
- Entitled to public holidays and proportional days of annual leave.

DURATION OF ASSIGNMENT

The contract is valid from 1 January 2026 to 31 December 2026, with the possibility of extension based on performance and regional needs.

QUALIFICATIONS

- Experience in communications, media engagement, digital content creation, and stakeholder outreach.
- Demonstrated ability to manage multiple tasks, webinars, and digital social medias.
- Good writing and editing skills in English and Bahasa Indonesia proficiency required.
- Familiarity with water governance, water resources management, development issues, or environmental communication is an advantage.
- Adaptive to work in multicultural environments and with regional or international organisations.
- We welcome applications from **early-career professionals, including fresh graduates and up to 2–3 years of relevant experience in environmental management, water resources, sustainability, or related fields.**
- Candidates with strong motivation, creative thinking, and a collaborative mindset are encouraged to apply.

COMPENSATION

A monthly compensation of €300–€350 will be provided, commensurate with qualifications and experience.

HOW TO APPLY

- Applications must be submitted in English and only via email to secretariat@gwpsea.org with the subject line: “Communication & Outreach Officer – Your Name”.
- Applications must be submitted electronically no later than 17:00 WIB (Jakarta time) on 28 December 2025.
- This call is open to individuals residing in the Southeast Asia region, holding nationality from one of the Southeast Asian countries listed above.
- Women candidates are encouraged to apply.
- Please note that only shortlisted candidates will be contacted.