

## **Vacancy**

### **Social Media and Stakeholder Engagement Officer**

#### **A. Responsibilities and Tasks**

The Social Media and Stakeholder Engagement Officer plays a critical role in supporting the Communications Manager and collaborating with the communications department to enhance interaction within social media platforms and engage with our stakeholders. The ideal candidate for this role should possess a wealth of experience in overseeing social media campaigns and executing effective stakeholder engagement strategies.

The Social Media and Stakeholder Engagement Officer's daily tasks will include creating content, monitoring social media metrics, managing social media platforms, and overseeing stakeholder engagement activities.

The tasks of Social Media and Stakeholder Engagement Officer shall include, but not be limited to, the following:

#### **1. Main Tasks**

- Creating, curating, and managing engaging content for various social media platforms (Twitter, Facebook, Instagram, Tiktok).
- Build and execute social media strategy through competitive research, platform determination, benchmarking, messaging, and audience identification
- Analyzing social media metrics and monitoring social media posts.
- Provide regular reports on social media performance, insights, and trends.
- Staying up-to-date with the latest social media trends, tools, and best practices.
- Managing social media advertising campaigns, including budget allocation and performance tracking.
- Engaging with followers, and responding to comments and messages on time.
- Building and maintaining relationships with communications stakeholders.
- Developing and implementing communications stakeholder engagement

strategies.

- Providing regular updates to stakeholders through newsletters, email, or other types of communication.
- Managing stakeholder expectations and addressing their concerns.
- Facilitating meetings, workshops, and consultations with stakeholders.
- Demonstrating a strong understanding of stakeholder needs and perspectives.
- Monitoring and reporting on stakeholder engagement activities and outcomes.

## **2. Additional tasks**

- Performing other tasks (or duties) as assigned by the Communications Manager

## **B. Qualifications, competencies, and experience**

- Proven working experience in social media management, social media marketing, or as a digital media specialist, with at least 2 years of notable achievements.
- Minimum bachelor's degree in the field of Marketing, Communications, Public Relations, or a related field. An advanced degree is an advantage.
- Excellent written and verbal communication skills for creating content and interacting with stakeholders.
- Possess strong knowledge of content creation software for carousel and video
- Ability to develop innovative and engaging content and campaigns
- Ability to develop and implement effective social media and stakeholder engagement strategies.
- Strong relationship-building skills to engage and manage various stakeholders.
- Able to work with a team that can collaborate and communicate ideas to stakeholders.
- Good written and verbal communication skills in both Bahasa Indonesia and English.
- Excellent time management and organizational abilities to handle multiple tasks and projects.



### **C. Duration**

3-year contract and can be extended, with three months probation. Expected starting in January 2025

### **D. Salary**

Salary and benefits are competitive and will be commensurate with the candidate' qualifications and experience level.

### **E. How to apply**

- Download and fill up the application form from the IESR website.
- Send the completed application form, an application letter, and the latest CV with a picture to [hrd@iesr.or.id](mailto:hrd@iesr.or.id) before **December 31, 2024**.
- Only qualified candidates will be called for a test and interview.