



Towards Transparency (TT)
TI National Contact in Vietnam
Address: Floor 12B, Machinco Building,
444 Hoang Hoa Tham street, Ba Dinh district, Hanoi
Tel: + 84 4 3715 3532
Fax: + 84 4 3715 3443
Email: info@towardstransparency.vn
www.towardstransparency.vn

JOB DESCRIPTION

Communications Officer

Job title:	Communications Officer
Location:	Ha Noi
Starting Date:	as early as possible
Job Summary:	This position will play the key role in planning, developing and delivering internal and external communications work of Towards Transparency (TT), leading the implementation of the 2013- 2015 TI Vietnam Programme's communication strategy
Position Type:	Vietnamese national post, full-time (5 working days/week).
Contract duration:	Until 31 December 2015, (2 months probation, extendable based on performance and funding)

Background information:

Towards Transparency (TT) was established in November 2008 as a Vietnamese non-profit and non-state consulting company. In March 2009, TT became the official National Contact of Transparency International (TI) in Vietnam.

Transparency International (TI) is the global civil society organisation working to stop corruption. TI works through National Chapters, National Contacts and other partners in more than 100 countries. Its international secretariat is based in Berlin, Germany. In Vietnam, TT has supported the TI Secretariat (TI-S) in Berlin in designing and executing the TI Vietnam Programme 2009-2012: "Strengthening Anti-corruption Demand from Government, Private Sector and Society".

During the past three years, TT has received increasing recognition from national and international stakeholders as a key civil society actor in promoting transparency and accountability in Vietnam. In 2013, TI and TT are beginning the implementation of the next, ambitious phase of the [TI Vietnam programme \(2013-2015\)](#). This work will involve an expanded effort to encourage and support the engagement of civil society organisations, citizens (in particular the youth) and the business sector in addressing corruption. TI/TT will continue contributing to improvements of anti-corruption policy and its implementation through evidence-based advocacy and engagement with government stakeholders. In response to stakeholder demand, work with the public sector will also be expanded through a focus on local government-level solutions for transparency. To support and ensure the successful implementation of the 2013- 2015 TI Vietnam Programme, a Communication Strategy is currently being finalised.

Currently, TT is looking for a qualified professional to fill in the position of Communications Officer. This position provides an exciting opportunity for the right candidate to engage with various stakeholders and make a significant contribution to the success of the TI/TT's work in Vietnam

Position Title	Communications Officer
Responsibilities	<p>1. External communications</p> <ul style="list-style-type: none"> • To lead the implementation of the 2013- 2015 communication strategy and plans in support of the TI Vietnam programme objectives; • To develop, maintain and monitor the compliance with TI/TT communications and branding guidelines; • To manage and develop TI/TT’s media network; plan and organize events and prepare media packages to share information on TI/TT work in Vietnam; • To lead on the development of, manage and maximize the impact of TT’s website and other web-based communications (social media); • To lead the development of TT’s communications materials, from conception to production and dissemination; • To coordinate the production of TT’s reports including design, translation and printing (including the management of external service providers), and ensuring quality and adherence to the TI/TT’s publication and contracting process and guidelines; • To advise and provide inputs on communication aspects of TT’s advocacy, campaign and project-level activities, e.g. communication channels, key messages, etc. so as to enhance the impacts of each activity and of TI/TT work in general; • To support the management team in maintaining and improving regular communication with key stakeholders, including drafting reports, speeches or official letters, representing TT at external events when assigned by the line manager. <p>2. Internal communications</p> <ul style="list-style-type: none"> • To develop and maintain TT’s internal communications tools, including preparing and circulating monthly newsletter, updating the internal database and calendar of events; • To coordinate TT’s inputs and contributions to TI’s communication platforms (e.g. regional newsletter, annual reports, online communication forums, etc.) in consultation and coordination with TI-S staff where relevant and necessary.
Job Requirements	<p><i>Skills and qualifications:</i></p> <ul style="list-style-type: none"> • University or higher degree in Communication, Journalism, Social Science or relevant fields; • At least 5-7 years of practical work experience in communications or journalism, including experience of implementation of communication plans/strategies, preferably in an NGO/advocacy environment • Exceptional writing and editing skills in Vietnamese; • Excellent English (written and spoken); • Effective communications and presentation skills • Proven successful experience in coordinating and organising PR events such as press conferences, campaigns or related activities • Experience coordinating media campaigns • Knowledge of the Vietnamese political system (required) and anti-corruption issues (desired); • Knowledge of the social media, web management and graphic design • Proficiency in standard office software packages, e.g. Word and PowerPoint, MS Excel • Proficiency with Adobe software products and Web-publishing platforms (desired)

	<p><i>Personal qualities:</i></p> <ul style="list-style-type: none"> • Demonstrated interest and commitment to anti-corruption; • Ability to critically assess different perspectives and formulate credible, balanced messages • Ability to work independently and proactively, assume responsibility, initiate work plans and deliver effectively to deadlines; • Ability to relate to and engage with diverse stakeholders as well as to represent the organization in various forums; • Ability to work with others to coordinate and implement complex and intensive tasks; • Attention to details and highly organized; • Creativity.
<p>Annual gross salary package</p>	<p>14,000- 20,000 EUR, depending on experience and qualification.</p>
<p>Deadline and application details</p>	<p>Interested candidates should send their application (motivation letter, CV and contact details of 3 references) in English to job_communicationsofficer@towardstransparency.vn</p> <p>The closing date for applications is 24 March 2013</p> <p>Only shortlisted candidates will be notified.</p>