

## **JOB DESCRIPTION/SCOPE OF WORK**

### **Vietnam Action Against Plastic Pollution**

**Positions:** Strategic Communications Specialist

#### **Background:**

The USAID funded "Vietnam Action Against Plastic Pollution" Activity (the Activity) is an innovative and ambitious program designed to reduce ocean plastic pollution at its source in Vietnam through strategic approaches such as convening stakeholders' power, promoting the creation and implementation of data-driven policies, enhancing knowledge and sharing learning, promoting appropriately scaled technology and solutions, and providing technical expertise and building capacity of local governments to manage waste at its source and prevent plastic pollution in our oceans. Three main objectives of the Activity are (i) supporting multi-stakeholder actions for Extended Producer Responsibility (EPR), (ii) supporting scalable, demonstrated Single Used- Plastics-Products (SUP) reduction measures and (iii) supporting the development and implementation of sub-national level Integrated Solid Waste Management Plans (ISWM).

The Vietnam Action Against Plastic Pollution Activity is implemented by a consortium of Chemonics Int'l, Center for Marinelifelife Conservation and Community Development (MCD), Centre for Supporting Green Development (GreenHub) and E-Policy from 2022 to 2027.

Chemonics International seeks applications for a long-term, full time Strategic Communications Specialist for the USAID-funded Vietnam Action Against Plastic Pollution (VAAPP) activity. The position will be based in Hanoi.

The Strategic Communications Specialist is responsible for working with VAAPP staff to ensure accurate and timely reporting within the project and to USAID, Chemonics, host country counterparts, and other interested parties on VAAPP activities. Under the supervision of the CLA and MEL Director, s/he will also be responsible for contributing to the timely preparation of all project reports and other written deliverables to be submitted to USAID.

#### **Principal Duties and Responsibilities**

Under the supervision of the CLA and MEL Director and in consultation with other VAAPP staff, the Strategic Communications Specialist will be responsible for the following:

- Leading the development and implementation of the Activity communication strategy/plan and annual workplan for communications asset production, dissemination, and monitoring;
- Managing USAID branding strategy and marking of all communication materials and ensure they comply with the USAID requirements;
- Providing support to subrecipients in developing branding strategies and marking plans, specific to their subaward activities and consistent with the larger VAAPP branding and marking plan. He/she also provides capacity building to subrecipients on items related to communications, such as development of success stories.

- Developing content and design of the communication products in accordance with the branding, marking, and marketing standards of USAID and Chemonics International. The products include, but not limited to: factsheets, brochures, infographics, publications, training manuals, guidelines, reports, etc.;
- Maintaining a database of project-related videos, photographs, social media threads, newspaper clippings; and scripts and transcripts of radio and television programs related to VAAPP activities, and copies of project reports and other documents;
- Developing press release and facilitating media inquiries; organizing press conferences, briefings, and media trips to the project sites;
- Leading the production of the project communication materials to support the project's events; With other VAAPP staff, actively participate in the organization of project events, conferences, workshops, focus groups, trainings and other activities.
- Contributing to the project's progress reports and other deliverables;
- Ensuring MEL of all communication works; and
- Undertaking other communications related activities as directed by the CLA and MEL Director or the Chief of Party

### **Qualifications**

To perform this job successfully, an individual must be able to perform each essential duty and responsibility satisfactorily. The qualifications listed below are representative of the required knowledge, skills, and/or abilities needed to perform the principal duties.

- Bachelor's degree in a relevant field.
- Minimum 6 years of relevant professional experience;
- Prior experience with USAID funded programs highly preferred;
- Demonstrated ability to work productively within a team;
- Possess excellent organizational and multi-tasking skills;
- Excellent interpersonal and communications skills, with demonstrated diplomacy and the ability to communicate effectively in a cross-cultural environment;
- Computer skills including strong knowledge of Microsoft Excel, Word and Office applications;
- Fluency in Vietnamese and English

### **Application Instructions**

Please send your CV/resume to [VAAPPRecruit@chemonics.com](mailto:VAAPPRecruit@chemonics.com) by February 17, 2023. Early applications are encouraged. Please include the title of the job in the email subject line. No telephone inquiries please. Shortlisted candidates will be contacted. We review applications on a rolling-basis. The protection of your personal data is important to Chemonics.

Chemonics is an equal opportunity/Affirmative Action employer and does not discriminate in its selection and employment practices. All qualified applicants will be considered for employment without regard to race, color, religion, sex, national origin, political affiliation, sexual orientation, gender identity, marital status, disability, protected veteran status, genetic information, age, or other legally protected characteristics. Military veterans, AmeriCorps, Peace Corps, and other national service alumni are encouraged to apply.