

**HAGAR INTERNATIONAL IN VIETNAM
JOB DESCRIPTION**

1. Position Information:		
Job Title:	Communications Volunteer (1 month)	
Reporting line(s) and networks:	<ul style="list-style-type: none"> This position will report to the Communications Officer. 	
Position Location:	<ul style="list-style-type: none"> This position works remotely. 	
Position Purpose:	<ul style="list-style-type: none"> Under the overall authority of Hagar Viet Nam Office and under the direct supervision of Communications Officer, the volunteer will undertake the following tasks, contributing to the (1) organisational communications, (2) projects/programmes' communications work and (3) communications and information sector of the office. 	
2. Position Context/background:		
<p>Hagar is a specialist trauma-informed care agency that works primarily with women and children suffering from trauma as a result of human trafficking, slavery and abuse in Cambodia, Afghanistan, and Vietnam. For the past few years we have implemented projects through partners in Singapore, the Solomon Islands and Myanmar. Hagar Vietnam was launched in 2009 in response to the growing magnitude of violence and human trafficking, as well as the severe lack of services available for victims/survivors in Vietnam.</p> <p>In 2021, Hagar Vietnam provided support to 13,739 people directly, 25,073 indirectly and reached 717,363 through our significant communications work during this period that makes the total of our beneficiaries up to 756,175 people. We respond to the needs of vulnerable women and children to receive multi-sectoral support and social services, and be supported by their family and local authorities with survivor-friendly strategies to prevent re-traumatization. We lead prevention activities to build the knowledge and resilience of communities about the right of everyone to be protected from unsafe migration, human trafficking, and child abuse.</p> <p>We build the capacity of partners, including the Vietnamese Government's Women Union and like-minded agencies, to deliver a specialized model of Trauma-Informed Care in communities. We facilitate empowerment opportunities for women and child survivors to demonstrate their leadership by facilitating voice and agency opportunities in their community, national and international forums. We use field experiences to advocate and influence the strengthening of national legislation and implementation standards, for survivor support and access to social services, whenever we can.</p> <p>Hagar is committed to integrity, the prevention of sexual exploitation, abuse and harassment, gender equality, diversity, inclusion; and safeguarding children and vulnerable adults.</p>		
3. Important Stakeholders & Relationships:		
External	Internal	Membership Committees/Groups
<ul style="list-style-type: none"> Private sector and government service providers Donors and supporters Local partners Others as required 	<ul style="list-style-type: none"> Communications Officer Program staff Country Director 	<ul style="list-style-type: none"> All staff meetings Others as requested
4. Major Responsibilities of the Job:		

<ul style="list-style-type: none"> • Develop content and illustration for Hagar Vietnam’s media campaign • Produce communications products (graphic design, photo edition, short videos, event visual packages,) • Support communications officer to manage Hagar Viet Nam’s social media • Support communications officer to develop and implement communications plans and campaigns • Support communications officer to edit and review English communications content, communications products, media inquiries, etc. • Support on assignments of communications and information sector • Other ad-hoc tasks requested by the direct supervisor and other’s Hagar staff. 		
5. Position Requirement:		Required or Preferred
Education	<ul style="list-style-type: none"> • Bachelor’s degree in Communications, PR, Business Administration or related fields. 	Required
Knowledge, skills and attitude	<ul style="list-style-type: none"> • Be familiar with graphic design or video making software (Photoshop, Illustrator, Final Cut); • Have a good knowledge of social media channels (Facebook, Youtube) • Have ability to write case study and report. • Be creative, proactive, ability to work in a team, and a penchant for communication activities; 	Required
Language	<ul style="list-style-type: none"> • Native English speaker or be fluent in English language: speaking, reading, writing, and listening. 	Required
Experience	<ul style="list-style-type: none"> • Have at least one-year experience in working for INGOs or Development field. 	Preferable
6. Core competencies:		
Accountability: We take responsibility for using our resources efficiently, monitoring progress and for being accountable to our clients, our supporters, and partners.		
Collaboration: We build strong relationships that inspire trust, respect and effective communication.		
Creativity: We embrace innovation, change and new approaches to ensure continuous improvement.		
Learning: We pursue excellence by encouraging reflection, continuous learning and professional development.		
Quality: We aspire to high goals and strive for the highest quality outcomes and services		
7. Signatures:		

I have read and received the above job description and agree with the duties and responsibilities of this position.

Communication Volunteer Date

Country Director Date