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## Communication & Outreach Officer Fauna & Flora, Vietnam Programme

“In the past century FFI has consistently saved species from extinction and protected habitats from destruction. Their solutions have always been practical, efficient and sustainable in local circumstances.”

Sir David Attenborough,  
FFI Vice-president

# Fauna & Flora International

Fauna & Flora International (FFI) saves species from extinction and habitats from destruction, while improving the livelihoods of local people. Our guiding principles are to work with and alongside local partnerships, act as a catalyst for change, make conservation relevant, and base decisions on sound science. Founded in 1903, FFI is the world's longest established international conservation body; our conservation work, and impact, spans the globe.

## Asia Pacific Programme

Working closely with local partners, the Asia-Pacific Programme currently includes a broad range of species and landscape targeted conservation initiatives in Vietnam, Indonesia, Cambodia and Myanmar, and has country programme offices in Phnom Penh, Jakarta, Hanoi and Yangon. Around 70 projects are being implemented in the region by a team of approximately 200 staff, consultants, volunteers and partner organisations with an annual regional budget of approximately USD 10 million.

## Vietnam Programme

Vietnam supports a rich variety of wildlife and habitats, some of which is rare and found nowhere else in the world. Despite its relatively small size, Vietnam is the 16<sup>th</sup> most biodiverse nation on Earth. Vietnam's natural world includes some of the highest diversity of primates (apes and monkeys) in the world, with an incredible 25 species. Vietnam is also a global hotspot for plant, amphibian, reptile and bird richness and endemism.

The Fauna & Flora Vietnam Programme, established in 1997, is at the forefront of conserving this unique and threatened wildlife and we have experienced some significant successes especially in the recovery of primate populations. Our programme includes a focus on: species conservation; strengthening the protected area network and improving management effectiveness; conservation and connectivity at the landscape scale; supporting the wellbeing of local communities and enabling community-based conservation approaches, placing local stakeholders at the forefront of forest management, protection and monitoring; addressing illegal and unsustainable wildlife trade; and conservation of marine biodiversity.

## Terms and Conditions

**Start Date:** As soon as possible

**Duration of Contract:** One year with possibility of extension based on performance

**Probation Period:** Two months

**Salary:** Gross \$US10,040 per annum

**Location:** Hanoi with frequent travel to project sites

**Benefits:** 25 working days annual leave entitlement  
Medical and social insurance  
Public holidays following Vietnam Labor Code

**Hours of Work:** This is a full-time position, working Monday to Friday for 8 hours per day from 8.30am to 5.30pm, with a one-hour lunch break.

## Job Description

**Job Title:** Communication & Outreach Officer

**Reporting to:** Country Director, Vietnam

**Key Relationships:**  
Country Programme Manager  
Project Managers

**Purpose:** To lead development of social media materials and publications, and support awareness raising around Fauna & Flora's key species and project activities in Vietnam

### Specific Duties:

#### ***Communications***

- Manage Fauna & Flora's Vietnam Programme Facebook and Instagram accounts including creation and posting of approved content
- Lead all communication campaigns
- Support the development of additional online and paper communication content for posting and distribution
- Support the gathering information to update Fauna & Flora's website content and blogs
- Support the creation and distribution of media alerts, press releases, and photographs
- Prepare/arrange interviews with media, both national and potentially international
- Support to design products for sale which promote Fauna & Flora Vietnam's work and profile
- Assist Fauna & Flora staff to develop blogs, newsletters and media releases
- Help to create graphic/printed materials for all Fauna & Flora Vietnam communications and marketing materials. Find suitable suppliers and follow up to produce all of the communication materials, gifts, etc. and working on the other paperwork related
- Create videos for workshops, from the field clips and other purposes from all of the project sides
- Support different kinds of events on taking photos, logistics or assisting the Country Director
- Translation of materials relating to communications and marketing between English and Vietnamese
- Lead on designing and printing Fauna & Flora annual calendars

#### ***Conservation Outreach***

- Support to develop awareness raising materials (posters and leaflets) and ensure they meet the needs identified, receive comments from Fauna & Flora staff and partners, attain a high level of production quality and meet Fauna & Flora’s global guidelines
- Support staff to conduct conservation awareness raising activities, including local community awareness raising meetings, out-door environmental education activities for school-aged children
- Prepare short reports on conservation raising activities

**Other duties:**

- Work with the Country Director and Country Programme Manager to regular update Fauna & Flora’s profile in Vietnam
- Undertake tasks in support of the Fauna & Flora Vietnam Programme that may reasonably be requested by Senior Management Staff
- Ensure that activities are conducted to a high level of health, safety, integrity, environmental good practice and cultural sensitivity
- Ensure that Fauna & Flora policies and guidelines (including Fauna & Flora’s style and communication guidelines) are followed within the implementation of the Fauna & Flora, Vietnam Programme
- Communicate and cooperate fully with the Fauna & Flora communications team, based in UK

## Person Specification

	<b>Essential</b>	<b>Desirable</b>
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Ability to work independently, setting targets and managing time;</li> <li>• Excellent verbal communication skills in Vietnamese and English;</li> <li>• Excellent writing skills in Vietnamese and English;</li> <li>• Marketing and/or PR skills;</li> <li>• Excellent presentation skills;</li> <li>• Strong document / communication material design and formatting skills</li> </ul>	<ul style="list-style-type: none"> <li>• Good skills of facilitation and organization of events;</li> <li>• Ability to work with local people and school-aged children.</li> </ul>
<b>Knowledge and experience</b>	<ul style="list-style-type: none"> <li>• University degree in one of the following fields: Journalism, PR, Media... or related fields;</li> <li>• At least three years of working experience in a communication position;</li> <li>• Experience working with journalists to achieve coverage in print and online media;</li> <li>• Extensive experience of using</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working with forest/conservation sector is an advantage;</li> <li>• Knowledge of digital media an advantage.</li> </ul>

	<ul style="list-style-type: none"> <li>social media professionally;</li> <li>• Experience working with international organisations</li> </ul>	
<b>Behavioural Qualities</b>	<ul style="list-style-type: none"> <li>• Team work skills, with the ability to build positive personal and organisational relationships;</li> <li>• Good time management skills and ability to meet deadlines;</li> <li>• Self-motivated, able to work alone, and with ability to demonstrate initiative.</li> </ul>	
<b>Other</b>	<ul style="list-style-type: none"> <li>• Commitment to FFI's mission;</li> <li>• Committed to protect wildlife and the natural environment;</li> </ul>	

## FFI Values

Values underpin who we are and how we act. Just as values shape who we are as individuals, they define us as an organisation, creating the culture of success for which FFI is renowned. Our people exemplify our shared values, which are interconnected and interdependent:

- We act with integrity
- We are collaborative
- We are committed
- We are supportive & respectful
- We get things done

## How to Apply

Applications, consisting of a covering letter, a full CV and contact details for two referees (who will not be approached without your permission), should be sent electronically to Ms. Le Hong Viet at [viet.hong.le@fauna-flora.org](mailto:viet.hong.le@fauna-flora.org)

In your cover letter, please explain why you feel you should be considered for this post, highlighting your relevant skills, knowledge and experience and how they meet the requirements of the role profile.

Please mark your application '**Communication & Outreach Officer**'.

The closing date for applications is **24<sup>th</sup> July 2024**.

Candidates selected for interview will be contacted by email or telephone. Please specify your preferred method of contact in your covering letter and indicate where you saw the position advertised.

No agencies please.

Regrettably, due to limited resources and the high number of applications we receive, we are only able to contact short-listed candidates. If you do not hear from us within four weeks of the closing date, please assume that you have not been successful on this occasion.

## Applicants with Disabilities

FFI encourages applications from individuals with a disability who are able to carry out the duties of the post. If you have special needs in relation to your application, please contact Le Hong Viet, Admin Officer, FFI, on Tel: +0243 719 4183 or Email: [viet.hong.le@fauna-flora.org](mailto:viet.hong.le@fauna-flora.org)

FFI values diversity and is committed to equality of opportunity