



Habitat for Humanity International founded in United States in 1976. Habitat now works in 1,400 communities across the U.S. and in nearly 70 countries and has helped 6.8 million people achieve strength, stability and independence through safe, decent and affordable shelter.

Our vision

A world where everyone has a decent place to live.

Our mission

Seeking to put God’s love into action Habitat for Humanity brings people together to build homes, communities and hope.

HFH Vietnam has been working in Vietnam since 2001. As of June 2016, HFH Vietnam has enabled more than 13,600 low-income Vietnamese families to improve their living conditions through decent homes, clean water and safe sanitation and post-disaster reconstruction and repairs. In addition, HFH Vietnam has provided training in disaster preparedness, financial education, hygiene practices, and construction skills, among others, to more than 75,800 individuals.

For more details, please visit us: <http://www.habitat.org/> <http://habitatvietnam.org/>

We are looking for high potential candidate to fill a role of Communications Officer. Our announcement will be closed by 31 Dec. 2017.

We recommend interested & qualified candidate to send your comprehensive CV, and cover letter to highlight your interest and capabilities and contact details (including telephone number and email) of 3 references including most recent direct supervisors to application@habitatvietnam.org

Habitat for Humanity Vietnam gives equal employment opportunity to Vietnamese qualified candidates. Please note that only shortlisted candidates will be notified.

Position Title	Communications Officer	Work Location	Ho Chi Minh Office
Report to:	Senior Manager, Resource Development & Communication	Supervise	None

<p>Job Summary:</p> <p>Develop communication tools for internal and external purposes to raise Habitat Vietnam’s brand and mission.</p>
<p>1. Contributing to organizational (HfHV) sustainable development</p> <ul style="list-style-type: none"> ✓ Maintain & promote HFHI image and reputation to partners and other stakeholders ✓ Provides inputs and/or propose innovative approaches to raise fund for HFHV mission ✓ Support SR RDC Manager and Country Director to create strategic business plan presentation and related publications ✓ Lead development of annual report ✓ Support development of Comms plan <p>2. Key functional responsibilities</p> <p>a. Internal communication:</p>

- ✓ Assist RD&C Senior Manager in providing information to develop internal and external communication tools as mentioned in the RD&C Orientation Document (Powerpoint presentation)
- ✓ Take accountability for reviewing, updating and sharing internal communication guideline such as Branding guideline, Photo video ethics guideline etc.

b. External communication:

- ✓ Draft CD's speeches and presentations
- ✓ Provide translation for key event such as Opening ceremony, House dedication or internal workshop within HFHV
- ✓ Develop marketing materials (brochures/handouts/ IEC materials) for potential donors
- ✓ Support merchandising design and production process
- ✓ Procure samples and finished products for RD&C merchandising and PR activities
- ✓ Monitor branding application including logo usage
- ✓ Monitor & update HFHV's website and social network page (Facebook, Youtube, LinkedIn & Twitter)
- ✓ Monitor and translate as needed VN language media coverage
- ✓ Draft success stories and press releases
- ✓ Prepare communication materials banners, media releases, flyers, etc.
- ✓ Compile, file and monitor photo/video materials
- ✓ Support and participate in PR activities
- ✓ Prepare quarterly newsletter
- ✓ Create video content (homeowner/volunteer stories) for donors/promotional purposes
- ✓ Be responsible for social relationship activities such as developing Christmas and New Year card, gift preparation
- ✓ Support relevant department such as Volunteer program and Finance department in inventory of the stock.

c. Habitat Young Leaders Build Campaign

- ✓ Develop the Habitat Young Leaders Build Campaign strategy
- ✓ Coordinate with international schools and Asia Pacific office for campaign activities
- ✓ Report and monitor results

3. Managing/implementing cross-functional activities/projects

- ✓ Support development of presentations for internal and external purposes (donor/orientation/volunteer)
- ✓ Support relevant departments in conducting internal communication activities such as annual staff conference, family day, staff meeting etc.
- ✓ Provide support to Program/PSI: development of training/educational materials;
- ✓ Review all project-related publications/signage for branding and donor compliance

4. Implementing budget & compliance management

- ✓ Annual estimate merchandise & other communication budget
- ✓ Manage procurement/payment within budget and in compliance with financial policies and procedures

Job requirements:

To be successful in this role, potential candidate should demonstrate following qualification & willingness & availability to visit fields in unfavorable geographic regions/areas.

1. Bachelor Degree in Marketing, Communications or related fields preferred
2. Soft skills include:
 - ✓ Knowledge of Photoshop, Powerpoint, Mailchimp, and editing software
 - ✓ Has experience in public communication
 - ✓ Basic knowledge of photographer and videography
 - ✓ Knowledge of government regulations on media and fundraising limitations for international

non-profits

- ✓ Knowledge of Habitat for Humanity's branding guidelines
- ✓ Proficient knowledge & skills in using word, excel, email, internet...
- ✓ Intermediate level of Organizing skills
- ✓ Intermediate level of Problem solving skills
- ✓ Fluently business communication in both Vietnamese & English
- ✓ Intermediate level of managing relationship
- ✓ Excellent skills in PowerPoint, Photoshop
- ✓ Flexible crisis management
- ✓ Experience working with Vietnamese media and with a network of media contacts (preferred)