

Head of Communications – Saigon Children’s Charity

Do you have the right attitude, experience and skills to lead a small team of committed and able communications, fundraising and IT professionals? Saigon Children’s Charity is a vibrant and highly respected international NGO based in Ho Chi Minh City. We are looking to replace our current Head of Communications who has made an outstanding contribution while at SCC but sadly has had to leave us.

It is not just your skills we are after but your attitude and personality too. You will need to be able to demonstrate a successful track record in an ngo or in business and be prepared to work hard to ensure the success of SCC. As a member of the SCC Senior Management Team you will also have a role to play across the whole organisation.

RESPONSIBILITIES

1. Creating and agreeing an annual Communications & Fundraising Plan and overall strategy
2. Leading the fundraising work.
3. Overseeing the overall IT approach of the organisation
4. Working with the Director and team members in raising funds on a project-by-project basis
5. Coordinating all event & sales fundraising
6. Developing and managing the annual Communications budget
7. Overseeing the SCC-wide CRM database
8. Volunteer management
9. Managing the production of core materials and the website
10. Managing the 3 full-time members of the communications team and one IT staff member

REQUIREMENT

- A Vietnamese national is preferred with a university degree. If you are not a Vietnamese national you should be able to demonstrate a commitment to working and living in Vietnam.
- A minimum of five years work experience
- Experience in developing income and income strategies
- Proven track record of achieving results
- Excellent verbal and written communication skills in English
- Clear understanding of IT as a core driver of an organisation
- Prior experience of working in an international setting, a major company or an international NGO

A detailed job description is available – please contact Ms Thao on 08 3930 3502. More information about SCC is available on our website at: www.saigonchildren.com. If you feel you meet the criteria please submit your application and CV, in English, to “HoC Recruitment, 59 Tran Quoc Thao, District 3, HCMC (hrm@saigonchildren.com) **or telephone Paul Finnis, the Director, on (08)3930 3502.** Closing date is Friday 13th September 2013. SCC operates an active Child Protection Policy and is an equal opportunities employer.