



Communications Officer

Animals Asia Foundation is a Hong Kong-based government-registered animal welfare charity founded by Jill Robinson MBE in 1998. It is devoted to the needs of wild, domesticated and endangered species throughout Asia and dedicated to ending cruelty and restoring respect for all animals. In Vietnam, Animals Asia has signed an agreement with the Government of Vietnam to rescue 200 bears and to establish a world class Vietnam Bear Rescue Centre (VBRC) in Tam Dao National Park, Vinh Phuc Province. Our primary goals are to end bear farming, contribute to the conservation of bears in Vietnam and in the region and improve the welfare of such bears already in captivity.

Animals Asia is recruiting a Communications Officer to be based in Hanoi to assist the country programme in developing & fostering communications strategic relationships with government partners, NGOs, local communities and media, and other relevant agencies on the bear and animal welfare issues in Vietnam.

Location: Hanoi with frequent domestic travel as required.

Type: Full time

Term: Two year contract extendable based on performance with initial 2 months probationary period.

Salary: 392-630 USD gross per month + benefits

Description of duties:

- Provide support to the day to day communication activities of Animals Asia's Hanoi representative office.
- Co-ordinate the organisation of public events in Hanoi and at VBRC to promote Animals Asia's goals & mission on bear rescue and animal welfare to the media and general community.
- Assist with the production and procurement of Animals Asia's materials/publications/merchandise.
- Maintain a communication link with other NGOs and organisations working in wildlife protection in Vietnam.
- Support the capacity building of an education programme at VBRC in Tam dao.

- Provide translation/interpretation services to management and this includes translation of documents, correspondence and project materials and act as an interpreter when required.
- Assist the Vietnam Director in identifying funding opportunities for activities relating to Animals Asia's goals in Vietnam.
- Respond to Animals Asia's headquarter and country offices' communications and information requests.
- Performs other duties as assigned or required.

Qualifications & Personal Requirements:

- University graduate or equivalent with at least two years of relevant work experience in similar environment, or public relations and communications.
- Demonstrated knowledge of communications and media environment in Vietnam.
- Excellent interpersonal skills, tact & diplomacy, and able to work with people from different cultural and demographic backgrounds
- Excellent English oral and written skills.
- Good knowledge of computer, able to use word processing, Photoshop, video editing, Internet & email programs.
- Willingness to travel and stay in remote locations
- Ability to work in a team, as well as independently.
- Knowledge of animal welfare, bear issues, wildlife conservation will be an asset.

Contacts:

Interested applications should send their CV and application letter in English to yle@animalsasia.org by 24/08/2009. For more information on Vietnam Bear Rescue and Animals Asia Foundation visit www.animalsasia.org