



**World Agroforestry Centre**  
TRANSFORMING LIVES AND LANDSCAPES

## **World Agroforestry Centre – Southeast Asia Regional Office Recruiting a Communication Officer in Hanoi, Vietnam.**

The World Agroforestry Centre (ICRAF) is one of a network of the Consultative Group on International Agricultural Research (CGIAR). As a global leader in agroforestry research and development, ICRAF's ultimate purpose is to improve human welfare by reducing poverty, increasing cash income, improving food and nutritional security, and increasing environmental resilience through improved agroforestry systems. ICRAF has its headquarters in Nairobi, Kenya and works in 21 countries throughout Africa, Asia and Latin America.

### **The Position**

As a result of expanding work in different projects and CGIAR Research Programs (CRPs), ICRAF Vietnam is seeking a open-minded, dynamic and energetic **Communication Officer**. Under supervision of Vietnam Country Coordinator (CC), the Communication Officer will assist the different projects and CRP researches, which are managed by the International Center for Research in Agroforestry (ICRAF), through preparing and supporting clear and effective communications between scientists, farmers, agricultural and forestry extension workers, district and provincial governments, donors, partner organizations, NGOs, educational institutions, other projects and the media with the following tasks:

### **Duties and Responsibilities**

The successful candidate will be expected to perform the summary tasks as follows:

1. Based in Hanoi office, the Communication Officer is in close liaison with the Researchers/Technical Staff and the ICRAF Research Communications Specialist in Bogor, Indonesia, establish and implement a communications plan and activities, including
  - a) Identifying extension and other information needs for the range of agroforestry stakeholders
  - b) Developing and implementing internal and external agroforestry information systems and products
  - c) Writing, rewriting, editing material in English and Vietnamese (in collaboration with scientific staff and other writers and editors as necessary)
  - d) Collaborating in the development of other communication products such as digital, print, audio and visual communications materials, including a website
  - e) Responsible for maintaining library, photos and publication database; manage ICRAF Vietnam's publication submission form and access to publications;
2. Providing translation/interpretation services to support the Communication Volunteer to work with local partners.
3. Other related tasks assigned by the Country Coordinator

### **Qualifications and Skills Required:**

- Must be a Vietnamese national
- Holding at least Bachelor degree in communications, media, literature, social sciences, international development, environment, forestry, agriculture, agroforestry or related discipline:
- Having at least 2 years experience in communications, media, public relations, journalism or related field
- Self-directed; well organized; flexible
- Able to manage a range of activities to deadlines
- Excellent command of written and spoken English
- Excellent interpersonal skills and ability to work well in multicultural teams
- Able to generate creative, practical approaches to overcome challenging situations
- Proven negotiation skills, writing and documentation competencies
- Willingness to undertake frequent travel
- Experience in development communications is a merit

### **Terms of offer**

- This is a Nationally Professional Fixed Term position with a competitive salary and benefits package.
- The contract is for a period of 2 (two) years, with high possibility of renewal, subject to 3 (three) months probation period, assessment of performance and availability of resources.
- Opportunity for professional training
- The position is started as soon as possible which is expected at beginning of November, 2012

Please submit your application with relevant qualifications, experiences, reference and a recent photograph in MS Word or Pdf format (Max. 500 kb), not later than **10 October 2012** to **ICRAF Vietnam Office** via **Email: [icraf-vietnam@cgiar.org](mailto:icraf-vietnam@cgiar.org)**

Only short-listed applicants meeting the requirements stated above will be contacted.

ICRAF believes that staff diversity promotes excellence, and strongly encourages women to apply. We invite you to learn more about ICRAF at our web site :

***<http://www.worldagroforestry.org/sea>***