



TRUNG TÂM NGHIÊN CỨU QUẢN LÝ VÀ PHÁT TRIỂN BỀN VỮNG

RESEARCH CENTRE FOR MANAGEMENT AND SUSTAINABLE DEVELOPMENT

Địa chỉ: Tầng 2, Phòng 101 A2, Ngõ 72, Nguyễn Chí Thanh, Hà Nội, Việt Nam

Tel: + 844 3 775 6805

E-mail: contact@msdvietnam.org

Website: www.msdvietnam.org

RECRUITMENT

Position: Communication officer (CO)

I. Introduction:

Research Center for Management and Sustainable Development (MSD) is a Vietnamese non-government organization under Vietnam Union of Science and Technology Association, according to the decision number: 216/QĐ-LHH on March 05, 2008.

MISSION

The mission of MSD is to create a strong and effective NGO and civil society sector to effectively respond and protect the needs of Vietnamese community.

OBJECTIVES

- ✓ Adding values, networking and supporting to Vietnamese CSOs and social enterprises in their effort towards effective development;
- ✓ Improving a sustainable quality of life for disadvantaged Vietnamese communities;
- ✓ Building the coalitions between the Government, Enterprises, and Social Organizations for social development.

AREAS OF STRATEGIC FOCUSES 2013 - 2018:

- 1. Enhancing development effectiveness for CSOs** through (i) raise awareness for CSOs and other stakeholders on development effectiveness; and (ii) build capacity and promote CSOs' good practice on development effectiveness and transparency and mutual accountability and resource mobilization;
- 2. Contributing to improve enabling policy environment for CSO development** through (i) build capacity of policy advocacy for CSOs and other stakeholders; (ii) network CSOs and connect them with other stakeholders; and (iii) implement and support other CSOs in policy advocacy processes.;
- 3. Contributing to human right promotion and protection** through (i) promote human rights education for all; (ii) advocate for improved legal framework for rights implementation; and (iii) empower the rights implementation process for vulnerable groups of disadvantaged children, street and migrant groups and people with disabilities.



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Currently, MSD is running projects of promoting voices and roles of CSOs in Vietnam in advocacy, transparency and accountability and resource mobilization and protecting children with sexually abused. To support MSD team to achieve the best results, we are in need of a communication officer to support the organization to do communication works for MSD and its projects.

II. JOB DESCRIPTION: Some main responsibilities are:

- Support the director to develop and implement the resource mobilization and communication strategy in 2013 – 2018;
- Support in organization of MSD and projects' events and activities to ensure the effectiveness and efficiency;
- Develop and manage communication channels of the organization (such as websites, facebook, newsletters) and communication materials and publications; working with media;
- Develop and manage the database of donors, partners and constituents and other stakeholders;
- Oversee the IT approach of the organization
- Develop and manage MSD's volunteers in communication and resource mobilization;
- Support in raising funds for the organizations and projects from individual and business;
- Report to Program managers

Work based in Hanoi with travel to some other provinces.

Salary: competitive – basing on the organization's salary scheme and negotiation with candidate(s).

III. SELECTION CRITERIA:

- Graduated with background relating to management, communication or social works;
- Experience in communication is needed; experience in fund raising is preferred;
- Fluent in English, able to write press release and news in English;
- High commitment with works.

IV. SELECTION PROCESS:

11.9.2013	Job Announcement – Questions send to contact@msdvietnam.org
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23.9.2013	Deadline of application – only receive online application to contac@msdvietnam.org (to Ms. Binh – vice director via human resource management)
24 – 30.9.2013	Interview and selection
1.10.2013	Contract signed

Interested candidates can send questions or application (CV and resume letter) to email address: contact@msdvietnam.org with subject: CO Application_Name of the Applicant before 17.00 September 23rd 2013. Only short-listed candidate will be contacted.

