



World Agroforestry Centre – Vietnam Office

Recruiting a Communication and Resource Mobilization 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 and Resource Mobilization Officer** (CRM). Under supervision of Vietnam Country Coordinator (CC), the CRM Officer will work with the different projects and CRP researches through preparing and supporting clear and effective communications between scientists and targeted audiences including central governments, donors, partner organizations, farmers, agricultural and forestry extension workers, district and local authorities, NGOs, educational institutions, other projects and the media.

Duties and Responsibilities

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

1. In collaboration with researchers and the ICRAF Communication 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 materials in English and Vietnamese
 - d. Maintaining the country website
 - e. Supervising the communication assistant (in developing a range of communication products such as brochures, posters, extension materials, photo essays, video clips, and publication database; manage ICRAF Vietnam's publication submission form and access to publications).
2. Assist the Country Representative in resource mobilization activities including (i) donor profiling and communication; (ii) arranging donor and partner meetings; and (iii) writing articles related to donor priorities and programmes.
3. In collaboration with the CC, Regional Communication Specialist and project managers, develop a range of high-level communication materials, such as blogs, news articles, feature stories, policy briefs, research portfolio, Infokit, country program highlights and strategies.

Qualifications and Skills Required:

- Must be a Vietnamese national
- Bachelor degree (preferable a master) in communications, media, literature, social sciences, international development, forestry, agriculture, agroforestry or related discipline
- At least 5 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

How to apply

Applications for the position must include:

- A cover letter illustrating your suitability for the position against the listed requirements

- A detailed curriculum vitae with publication records.
- The names and addresses of three referees, including telephone, and email address.

All correspondence should be addressed to the World Agroforestry Centre (ICRAF) Office Hanoi, at No. 17A, Nguyen Khang street, Trung Hoa ward, Cau Giay District, Hanoi, Vietnam OR via email: ICRAF-VIETNAM@CGIAR.ORG. Applicants should indicate “**Application – Communications and Resource Mobilization Officer**” on their application letters and email submissions.

Applications will be considered **until 15th July 2014** or until a suitable candidate is identified and selected.

Please note that only short-listed applicants 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 :

www.worldagroforestry.org/regions/southeast_asia/vietnam