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Consulting Services

Terms of Reference for Vietnam Clean Energy Program (VCEP)

September 2016

Part Time Communications Officer

Winrock International, an international not for profit organization, is seeking applications for a part time Communication Assistant for the USAID-funded Vietnam Clean Energy Program (VCEP), which aims to build capacity in Vietnam, strengthen the foundation for low emission energy systems, and contribute to the larger overall USAID goals of accelerating the Vietnam's climate resilience and achieve low emission sustainable development and Vietnamese Government strategy to pursuit its green growth path in the entire national economy.

Scope and Tasks:

The objective of this assignment is to provide technical assistance to guide and support the current VCEP Communications Specialist to produce program communications materials, organize program events, workshops and conferences and participate in other cross cutting communications activities as needed. S/he will work with the VCEP Team, USAID/Vietnam and other stakeholders in executing this assignment.

Specifically this person will support the Communications Specialist:

1. To prepare logistics and organize VCEP's two major program events in Hanoi as well as other communications events when needed.
2. To take photos and raw footage videos at VCEP's workshops, trainings and other activities as requested
3. To produce a video and brochure, which features VCEP's success, findings and recommendations
4. To maintain and consolidate VCEP's materials on its website before the program is phased out.
5. To complete other assignments requested by the Chief of Party, the Deputy Chief of Party and Communications Specialist.

Location: Hanoi, Vietnam

Work time:

Level of Effort: 40 days

Duration: October 1, 2016 – August 31, 2017

Qualifications and Competencies

Education:

- BA degree in Communications or related field; advanced degree preferred
- Professional Experience:
- Must have at least 3 years of progressively more responsible experience in managing USAID-funded or other donor-funded programs.

Skills:

- Knowledge of USAID regulations (includes branding and communications regulations)
- Knowledge of Microsoft Office software
- Fluency in English and Vietnamese required
- Excellent written and oral communication skills
- Established – or willing and able to establish – contacts in the media and other communication program partners such as universities and other organizations doing similar work
- Team player and self-starter
- Must be able to prioritize and meet deadlines