

## TERMS OF REFERENCE

<b>Position Title:</b>	Communications Advisor
<b>Position Description:</b>	Short-term position responsible for the development and implementation of all communications materials, and mentoring a team of local Communications Managers
<b>Reports to:</b>	Program Director, or as assigned
<b>Main place of work:</b>	Hanoi, Vietnam

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## BACKGROUND

The Governance for Inclusive Growth (GIG) Program (the Program) is funded by the US Agency for International Development (USAID), and implemented by Chemonics International, a development company incorporated in the USA. The Program aims to assist efforts by the Government of Vietnam (GVN) to achieve sustainable and equitable economic growth by working with the public sector, private sector, and local organizations to maintain the momentum in expanding market reforms, institutional modernization, and global integration in trade.

The Program strives to ensure that growth reaches all segments of Vietnam's population by implementing targeted initiatives to address the unique challenges faced by historically disadvantaged and vulnerable groups, as well as to empower women.

The Program has five high-level objectives:

1. Increased trade and investment
2. Enhanced private sector competitiveness
3. Strengthened rule of law and judicial effectiveness
4. More effective public administration and financial management
5. Greater social and economic inclusion for all citizens

The Program is providing technical assistance, training, and other direct support to the GVN, under the lead of the Ministry of Justice (MOJ), and in coordination with other government counterparts: the National Assembly (NA); Ministry of Justice (MOJ); Ministry of Industry and Trade (MOIT); Ministry of Planning and Investment (MPI); Ministry of Finance (MOF); and the State Audit Office of Vietnam (SAV). Additional GVN ad hoc counterparts may be added to the Program if approved by the Program's Steering Committee. Counterparts from the private and public sector include: non-governmental organizations; civil society organizations; business associations; businesses; chambers of commerce; think tanks; and academia; among others. The objective of this cooperation is to strengthen policy-making, implementation, oversight, performance management, and other accountability mechanisms.

The Program is promoting greater exchange, networking, and sharing of information nationwide among the public sector, private sector, and civil society organizations, including social organizations, research centers, and universities. Program activities include, but are not be limited to: providing training programs and workshops; data collection and analyses; public awareness forums and communications campaigns; technical assistance particularly in relation to Vietnam's commitments under the Trans-Pacific Partnership (TPP); grants to empower and increase economic participation of

women, ethnic minorities, and other vulnerable groups; and facilitation of innovative partnerships with the business community.

The Expected Results (ERs) of the program are:

- ER 1: A clear and transparent legal and regulatory framework (Legal and Regulatory Reform);
- ER 2: Improved accountability of public institutions (Governance and Accountability); and
- ER 3: Improved inclusion and expanded opportunities for vulnerable populations (Inclusive Growth).

The purpose of the assignment is to assist the GIG Program in producing high-quality communications materials. The main place of work for this position will be the GIG Program office in Hanoi, Vietnam. Travel inside the country is expected as required by program activities.

The initial period of this assignment will be for 130 days (six months), beginning as soon as the position is filled.

## **INDICATIVE RESPONSIBILITIES OF THE POSITION**

Within the framework of approved Annual Work Plans (AWPs), the Communications Advisor provides strategic leadership over the development and implementation of communications materials, and to mentor the team of local Communications Managers, in support of the achievement of Expected Results (ER) 1, 2, and 3.

The position works under the supervision of the Program Director (PD), or as otherwise assigned.

The Communications Advisor is directly responsible to:

- Ensure that communications materials are of high professional quality;
- Ensure that the English versions of all materials are reviewed for native English quality;
- Produce all communications materials on schedule, in conformity with specified contract terms and conditions, in accordance with USAID guidelines and set expectations;
- Work closely with relevant technical and administrative staff to efficiently gather appropriate information and photographs;
- Support Technical team members with editing requests
- Work closely with the Senior Reporting Manager to integrate program results and information into communications materials; and
- Other duties as assigned.

The Communications Advisor will be expected to communicate with, and report to, USAID representatives regularly on progress of the Program, and to the Chemonics field office and home office on matters relating to communications as required.

The Communications Advisor is expected to contribute to the achievement of Program results by undertaking other tasks, duties, or leadership responsibilities as directed by the supervisor, consistent with program objectives and the technical skills required for the position.

The Communications Advisor will motivate staff to perform effectively toward achieving program objectives through effective communication, team building, incentives, and responsiveness to the Program's evolving needs.

The Communications Advisor will provide strong leadership, communicating clear guidance to the Communications Managers and program staff, and establishing an organizational climate that encourages integrity, honesty, open communications, and commitment to compliance with the laws and regulations governing Vietnam and USAID, and the policies and procedures of Chemonics.

The Communications Advisor will at all times adhere to and act according to the Chemonics Professional Code of Conduct (“Living Our Values”), and will make the code a part of the Program’s culture and practices.

## **PLACES OF WORK**

The main place of work will be Hanoi, Vietnam. Applicants are expected to be located in Hanoi as travel allowance, housing allowance, and relocation payments are not offered under this position. Travel inside the country is expected, as required by program activities. Work and travel will be in compliance with the policies and procedures of the Program, per USAID rules and Chemonics policies.

## **COST ALLOCATION**

The cost of this position will be charged to Expected Results (ER) 1, 2, and 3. Funding is available for the position and will not require an increase to the total contract ceiling.

## **QUALIFICATIONS AND KEY COMPETENCIES**

- Demonstrated experience in journalism or communications is required;
- Good inter-personal and communications skills;
- Excellent written communications skills, as demonstrated through work experience and products;
- Proven ability to work well in a multi-cultural setting, and as part of an integrated team; and
- Demonstrated leadership, versatility, and integrity.
- Demonstrated experience in mentoring team members for effective work

## **EXPERIENCE AND EDUCATION**

- Bachelor's degree in a relevant field is required;
- Experience working with USAID or international development organization is preferred; and
- Native/mother-tongue written and spoken English is required.

## **HOW TO APPLY**

Applications will be reviewed on a rolling basis. The position will remain open until filled but applications by **COB October 7<sup>th</sup>, 2016** are highly encouraged. To apply, please submit an expression of interest and CV only to [HR@VietnamGIG.com](mailto:HR@VietnamGIG.com). Other supporting documents are not required until the final round of interview. Please include the position of interest in the subject line email following this format: Application - Name of position – Your full name. Only short-listed candidates will be contacted. No telephone inquiries please.