



NOTICE OF RECRUITMENT

Job Title: Communications and Youth Development Officer (Full time, 100%)

Team: Projects Team

Location: Hanoi, Vietnam (with occasional travel)

The Centre for Sustainable Development Studies (CSDS) is a Vietnamese non-governmental organisation, focusing on youth and community development as well as international volunteer exchange. Founded in 2009 and based in Hanoi, Vietnam, CSDS develops and implements programs in different areas of the country to contribute to the sustainable development of Vietnam.

CSDS is currently developing its work in youth development and engagement, with strong support from local and international organizations. In the frame of its growth, CSDS is looking for a new team member who will be enhancing its communication and campaigns as well as coordinating its activities in the area of youth empowerment and community development.

Job Purpose

- Manage CSDS's communication channels and communication and advocacy campaigns;
- Coordinate and implement various project activities with the youth development team;
- Provide guidance and support to the fund-raising working group.

Main tasks and responsibilities

Communications and Fundraising

- Promote CSDS activities and raise the public profile of the organization in line with its vision and mission and overall objectives;
- Ensure that information on CSDS programs and projects, advocacy events and campaigns is conveyed through appropriate communication channels and transmitted to relevant audiences;
- Develop and implement a monitoring and evaluation system to assess the quality and consistency of all communications activities;
- On occasion work with specialized international volunteers to increase the quality CSDS's communications work;
- Provide support and leadership to the fund-raising working group.

Youth Development Project Work

- Contribute to the development and implementation of strategies and plans for CSDS activities which are aligned with organizational priorities in communication, policy advocacy, youth work, including the “*Youth Drivers for Change*” project;
- Coordinate and organize the delivery of training courses and workshops targeting youth.
- Facilitate and maintain effective linkages with networks related to CSDS activities.

Qualifications

University degree in social science, journalism, communications and/or development related studies.

Experience

- Minimum of 1 years work experience in a relevant field is mandatory
- NGO and youth work experience is preferable
- Experience in a non-formal education setting is desirable
- Experience in a cross-cultural environment is desirable
- Experience fundraising for Vietnamese non-profits is considered an advantage

Required Skills

- High level IT skills, including the application of various software packages and proficiency with all forms of social media and electronic mediums to collect, store and disseminate information;
- Well developed administrative and organizational skills, including the ability to plan schedules, co-ordinate a range of events and activities and devise processes and procedures to ensure the smooth operation of the SOCI Hub and specific projects initiated by CSDS;
- High level communication skills, including the ability to write reports, research and analyze information, prepare documents and liaise with a wide range of key stakeholders in a professional, timely manner;
- Advanced level of English and Vietnamese in both oral and written forms.

Required Knowledge

- Understanding of the structure, functions and operation of the NGO sector is highly desirable
- Understanding of the youth context is highly desirable
- Knowledge of project management and/or human resource management, event management
- Knowledge of communication tools and campaign strategies
- Knowledge of participatory approaches and frameworks

Aptitude

- Flexibility and adaptability and the ability to multi-task
- Ability to work under pressure at times and adhere to tight deadlines
- Ability to work independently as well as an integral part of a team

Interested candidates should send their CVs and Motivation Letter to info@csds.vn by 10pm, 22 April 2017.