

VACANCY ANNOUNCEMENT

As a federal enterprise, the **Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH** supports the German Government in achieving its objectives in the field of international cooperation for sustainable development. On behalf of the German Government, GIZ currently provides advisory services to the Government of Viet Nam in three priority areas: vocational training, environmental policy and sustainable use of natural resources, and energy. For further information, please visit www.giz.de/viet-nam.

The Programme Reform of TVET in Viet Nam (TVET Programme) consists of three fields of activity:

1. TVET Policy Advice and System Reform
2. Support of Centres of Excellence for TVET
3. TVET for Skilled Workers in the Wastewater Sector

The TVET Programme is looking for a qualified Vietnamese person to fill the position:

PR & Communication Officer “TVET”

Duty station: Hanoi, Viet Nam

Duration: ASAP until 31.12.2019 (with possible extension)

Main responsibilities: The PR & Communications Officer is responsible for ensuring effective communication with different target groups (such as media, the TVET authority, TVET institutes, trainees, TVET personnel, parents, stakeholders from the business sector) on the TVET Programme's activities and their impact in Viet Nam. The PR & Communications Officer furthermore supports the TVET Programme Management in providing advice to various partners (e.g. Directorate of Vocational Education and Training/DVET, TVET Institutes, (sector) associations) concerning awareness raising and image activities in the field of TVET in Viet Nam.

The PR & Communications Officer will support the GIZ TVET Programme in the following areas:

PR & and Media work:

- Development of a communication strategy and work plan for implementation;
- Media networking, cooperation and monitoring;
- Production of press releases and articles on TVET Programme activities and their impact in Viet Nam for the TVET Programme website and social media channels for various target groups;
- Quality assurance of content of TVET Programme website and social media channels;
- Content development of texts, information materials and products promoting the image of TVET (e.g. good practice brochures, fact sheets, presentations, video clips) for the media and other TVET Programme target groups;
- Content, production and quality management of publications in accordance with TVET Programme and GIZ standards (especially standards for content and wording);
- Content production and quality assurance of a regular newsletter;
- Support concerning the documentation of TVET Programme activities;
- Editorial support;
- Close coordination with GIZ Country Office PR Responsible.

Advice to partners concerning image activities:

- Support of TVET Programme Management in advising partners (including Directorate for Vocational Education and Training (DVET), TVET Institutes, (sector) associations) on awareness raising and image activities/campaigns;
- Support for development of a modular approach for image activities of Vietnamese partners;

- Assistance for partners in the conceptual design, development of contents and follow-up of image activities that enhance the general image of TVET (e.g. photo exhibitions, success stories, DVET Website, Flyers of partner TVET institutes, open days of partner institutes);
- Assistance to the partner TVET institutes in organizing Girls'- and Boys'- and Inclusion Days.

Internal communication and corporate design:

- Advice to project staff on the regulations and contacts for PR and corporate design in the interests of a uniform TVET Programme image and based on the regulations of GIZ.

Minimum requirements:

- Minimum of BA degree (MA degree is an asset) in communication, journalism or similar;
- At least 3-5 years professional experience in the field of communication (Media, communication department in a large company or PR/Communication agency or similar);
- Being familiar with social media and new digital tools;
- Working experience with international organizations organizations (like UN, EU, DFAT, USAID) is an asset;
- Experience with media production and media network, experience in writing articles, press releases (samples are required);
- Excellent verbal and written communication skills and a confident journalistic style;
- Language skills: Vietnamese as a mother tongue; fluency in English; German is an asset;
- Background in TVET is an asset;
- Creative, good organizational skills and strong analytical skills;
- Ability to prioritize and plan effectively;
- Flexibility and willingness to travel;
- Very good working knowledge of information technologies (related graphic design and film making software) and computer applications (e.g. MS Office).

Successful candidates will enjoy good working conditions in a friendly and creative working environment, open corporate culture, competitive benefits and compensation, and good training and professional development possibilities.

Interested qualified candidates are invited to send the application in English, including copies of relevant certificates and references, either by email (to hr-giz@giz.de) or by post (to **GIZ Office Hanoi**, 6th Floor Hanoi Towers, 49 Hai Ba Trung Street, Hanoi, Vietnam), before **31st January 2018**.

Note: Please state “**Application for PR & Coms Officer for Programme Reform of TVET in Viet Nam**” in the subject line or on the envelope. Short-listed candidates will be contacted within 4 weeks after the deadline. Telephone contact is not encouraged.

Please complete all the information in GIZ Application form with link download here: <http://bit.ly/2nyiCY6>

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