



## **JOB DESCRIPTION COMMUNICATIONS CONSULTANT**

Location: Hanoi, Vietnam  
Type of Contract: Full-time  
Length of Contract: 7 months (from March 1 to September 30, 2019)  
Post Level:  
Report to: Communications and PR Manager  
Supervise: Volunteers (if available)

### **Background:**

Orbis is a global non-profit organization headquartered in New York that works to prevent and treat avoidable blindness through hands-on training, public health education, and improved access to quality eye care, through partnerships with local health care organizations. Since 1982, Orbis has been a pioneer in global eye health, and has worked in 92 countries. Orbis's story began with our first Flying Eye Hospital, a fully-equipped mobile teaching hospital on board an aircraft. In addition to our Flying Eye Hospital programs, we have long-term programs in countries including Bangladesh, China, Ethiopia, India, South Africa, Vietnam and Zambia – with additional programs in parts of Latin America and the Caribbean.

### **Job Summary:**

Working closely with the Communications and PR Manager, and in collaboration with the program team and Orbis International's Communications team, the Consultant is responsible for executing the communication plans both at national and project levels.

This includes all external communication outreach activities, preparation and creation of publicity material, creation of contents for mass and social media, supporting PR events, and conducting donor visits.

Sharing information across the functions within the organization and building Orbis Vietnam - the one voice team are also under the responsibility of this position.

### Major Duties and Responsibilities

- ✓ Support the delivery of 2019 Flying Eye Hospital Comms and PR plan, including event organizing, comms and awareness raising product producing, media relation managing, social media campaigning, donor visit managing;
- ✓ Support the development of Orbis Vietnam's country profile;
- ✓ Support the management of social media channels, including the website and FB;
- ✓ Re-structuring and managing the e-library of Orbis's Vietnam Comms function;
- ✓ Support the delivery of projects' comms plans;
- ✓ Manage donor visits.

### Required Education and Experience:

#### Education:

- ✓ Bachelor degree in Management with specialization in Communication and Marketing;
- ✓ Degree in designing.

#### Experience & knowledge

- ✓ At least 3-5 years practical experiences in Communication, Marketing;
- ✓ Strong event management skills;
- ✓ Designing skill;
- ✓ Extensive knowledge of the principles, practices and techniques of verbal and written communications;
- ✓ Skill in writing and editing news and feature articles both in English and Vietnamese;
- ✓ Ability to write/edit in a variety of writing styles, ability to draft materials on a wide range of topics. Strong editing and proofreading skills;
- ✓ Interpersonal skills to facilitate work with a wide range of individuals and groups from culturally diverse publics;
- ✓ Sensitive and responsive to gender, ethnicity, disability and other core Orbis values.



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**Competencies:**

- ✓ Participatory and team approach to work and behavior;
- ✓ Ability to maintain confidentiality;
- ✓ Proactive in liaising and problem solving;
- ✓ Basic knowledge of Orbis Vietnam program;
- ✓ Excellent interpersonal, networking, communication, negotiation and facilitation skills.
- ✓ Excellent language skills in English and Vietnamese including the ability to compose, edit, analyses and report using complex information;
- ✓ Excellent designing skills;
- ✓ Detail-focused and pressure-oriented;
- ✓ Be able to travel frequently;
- ✓ Be able to understand accurately and respond effectively to both spoken and unspoken or partly expressed thoughts, feelings and concerns of others;
- ✓ Be able and willing to align one's own behavior with the needs, priorities and goals of the organization, and to promote organizational goals to meet organizational needs;
- ✓ Be able to work cooperatively with all partners and stakeholders to meet mutual goals;
- ✓ Be able to work co-operatively within diverse teams, work groups and across the organization to achieve group and organizational goals;
- ✓ Be able to involve proactively and taking actions to improve personal capability;
- ✓ Adheres to Orbis values, which are: Trust, Commitment, Accountability, Caring, Excellent.

For application submission, please send your CV, cover letter and works portfolio (if available) to [Linh.nguyen@orbis.org](mailto:Linh.nguyen@orbis.org) - Ms. Nguyen Yen Linh, Operation Manager, Orbis Vietnam no later than **February 25, 2019**.