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## COMMUNICATION AND MARKETING OFFICER - SOCODEVI (VIETNAM)

**SOCODEVI** is a Canadian network of cooperative and mutual assistance enterprises which shares its technical expertise and know-how with its partners in developing countries. SOCODEVI office in Vietnam requires the services of a communications professional for the Cooperative Enterprise Development Project (VCED).

As one of Socodevi's value is gender equality, we always pay attention to give equal opportunities for both women and men candidates.

### PRINCIPAL RESPONSIBILITIES

Under the coordination of the project managers, and along with the person responsible for SOCODEVI communications, the Communication and Marketing Officer will be responsible for coordination with VCED team, local partners and institutions supported by the VCED to develop and implement activity plan related to communication for the project VCED. He/she will oversee the implementation of communication and marketing activities for VCED project based on the AWP. He/she will develop communications tools and activities to ensure the visibility of VCED and its partners by emphasizing the progress being made and the results being achieved, as well as highlighting the financial contribution of the Government of Canada.

### SPECIFIC FUNCTIONS:

- Development of a photographic and audio-visual record of the project's activities
- Design of informational and promotional materials for the project
- Support event organization
- Design and management of the project's website
- Provide communications advice to organizations supported by the project
- Develop specific content for social networks
- Ensure equal between women and men messages will be appropriately integrated into the VCED communication tools and materials
- Collect, select, and write the project's success stories for annual report, websites and other communication tools
- Develop the synthesized and cohesion communication strategy which link all VCED components' communication activities

- Advise on the outlook of VCED materials, which were designed by other team members, before publishing
- Other functions integral to the position

## **EDUCATION**

- Graduate in the areas of communications, publicity, graphic design
- Asset: understanding of one of Canada's two official languages (English/French)

## **EXPERIENCE**

- At least three years' work experience in the design of communication tools
- Good understanding of graphic design tools (Photoshop, InDesign & Illustrator), web content management (WordPress) and audiovisual editing
- Management and moderation of web and social network platforms
- Excellent oral and written communication skills for both English and Vietnamese
- Manage press relations
- Capacity to analyze and synthesize
- Excellent skills in managing priorities and capacity to work on several outputs simultaneously, as well as facility for team work

## **COMPETENCIES, SKILLS & BEHAVIOURS**

- Capacity to work in coordination with other partner institutions
- Capacity and openness to work in multidisciplinary teams
- Excellent interpersonal relations
- Commitment to the mission and vision of the organization

## **LOCATION OF WORK AND CONDITIONS OF CONSULTANT**

### **VIETNAM**

Please send your application (letter of interest and resume) before May 10, 2019, clearly specifying in the "subject box" of your @mail: "Communication and Marketing Officer - with your complete name" to the following @mail address: [VCEDproject@socodevi.org](mailto:VCEDproject@socodevi.org)