



Vacancy Announcement

Position:	Communication Officer
Reports to:	Communication Team Leader
Supervisor to:	N/A
Location:	Ha Noi, Viet Nam
Country Program:	WCS Viet Nam Program
Team/Division:	Communication
Position Type:	Full time
Internal liaison:	WCS Viet Nam's staff
Expected travel:	up to 20%

Organization Background

The Wildlife Conservation Society (WCS) is a US non-profit, tax-exempt, private organization established in 1895 that saves wildlife and wild places by understanding critical issues, crafting science-based solutions, and taking conservation actions that benefit nature and humanity. With more than a century of experience, long-term commitments in dozens of landscapes, presence in nearly 60 nations, and experience helping to establish over 150 protected areas across the globe, WCS has amassed the biological knowledge, cultural understanding and partnerships to ensure that vibrant, wild places and wildlife thrive alongside local communities. Working with local communities and organizations, that knowledge is applied to address species, habitat and ecosystem management issues critical to improving the quality of life of poor rural people whose livelihoods depend on the direct utilization of natural resources.

WCS Viet Nam Program Overview

WCS has been working in Viet Nam since 2006, focusing on strengthening the commitment, capacity and actions of the government of Vietnam to combat wildlife trafficking. Through support and cooperation to executive and judiciary sectors, including Ministry of Public Security, Supreme People's Court, Supreme People's Procuracy, Ministry of Justice, Ministry of Agriculture and Rural Development, and the National Assembly, it has provided and shared intelligence on criminal wildlife networks which help generate well-informed decisions in enforcement operations. WCS Viet Nam have generated a wide range of reliable data on a number of related issues on illegal wildlife trade, trained and briefed about 3,300 law enforcement officers, policy makers, journalist, researcher and managers at nation-wide in investigation and enforcement techniques, legal barriers and distributed a number of technical handbooks and guides. It has assisted central agencies to review and propose necessary changes to national legislation, criminal intelligence analysis systems, inter-agency cooperation. WCS has also facilitated Government to Government dialogue through multilateral and bi-lateral collaboration efforts, between Viet Nam and Asian, African and Latin American countries,

to detect and response to illegal wildlife trade networks. Its wildlife health expertise has been leveraged to address unregulated wildlife trade and mitigation of pandemic threats, through collaborative research, training, and policy development.

Job Summary

The Communication Officer will support the WCS program by building and sustaining partnership with media, government and business sector in and for the implementation of communications that aim at achieving our conservation objectives. At the same time, the Communication Officer will join other team members of WCS' Communication team to establish and maintain well-functioning internal communications systems and guidelines for all staff.

This Job Description is progressive in nature and shall be reviewed and amended from time to time to meet WCS Viet Nam program needs.

Responsibilities

A. External communications

1. Leads and coordinates the implementation of communication - focus project activities as assigned, including building networking and partnership with partners from government, NGO and business sector, international community to ensure that all activities properly meet the objective set in project documents;
2. Identifies and engages local, national and international media and sustains relationships with reporters, editors, bloggers and other media professionals to publicize and communicate issues related to CWT; and to ensure quality coverage of key WCS stakeholder activities and program outcomes;
3. Initiates the development of media and creative campaigns, together with production and dissemination of relevant communications materials to help achieve WCS Viet Nam conservation objectives; ensuring that they are in line with WCS's positions on counter wildlife trafficking (CWT) and contribute to WCS Viet Nam's policy influencing strategy;
4. Develops communication plans for relevant projects as assigned, and monitor the plan implementation in collaboration with other technical staff/team of WCS;
5. Establishes appropriate and effective information-sharing relationships with responsible persons in other NGOs, government agencies, businesses and academic institutions in Viet Nam and internationally;
6. Participates in external workshops, international and national working groups and other meetings relevant to the communication sector;
7. Provides regular updates on WCS Viet Nam's projects to communicate with external audiences.

B. Internal communications

8. Works with Communication Team Leader to design and implement WCS Viet Nam Program's communication strategy, e.g. on branding and marking, and develop targeted communications strategies for project implementation when appropriate;
9. Establishes and maintains effective systems for the management of communications material;
10. Participates in the design and implementation of staff training and team-building activities to build media knowledge and capacity of WCS staff; and ensure that all WCS staff are aware of communication tools and approaches of WCS at external meetings with media, donors or other partners;
11. Participates in organizing WCS Viet Nam events including donor visits, study tours, regional meetings, and internal staff events;

12. Is the focal contact of WCS team to ensure that all WCS staff are updated on all relevant WCS and WCS partner's activities.

C. Fundraising

13. Participates or provides inputs in proposal development including technicality and finance indicators;
14. Supports with other fundraising activities, as requested.

D. Others

15. Participates in the development of WCS Viet Nam policy and strategies in Viet Nam, including internal and external communication, education and information;
16. Develops budgets and manage finance of assigned activities;
17. Oversees the work of consultants and sub-grantees, if any;
18. Acts as WCS's representative at provincial and national level meetings/workshops as required;
19. Performs other tasks as assigned by the direct supervisor.

Minimum Requirements

- Bachelor/college degree in relevant fields;
- Minimum 3 years of communications experience in an NGO/INGO/international organization;
- Proven experience in project implementation and project management;
- Proven experience in design and production of information, education and communication (IEC) material;
- Experience in working with the media to run social campaign and/or to communicate social/development issues is a strong advantage;
- Knowledge and relevant experience on behaviour change communication is a strong advantage;
- Proficient in written and verbal communication skills in Vietnamese and English;
- Computer skills mandatory, proficient in Microsoft Office Applications;
- Concern for wildlife conservation & environmental issues is an asset.

Application Process:

Interested candidates, who meet the above qualification should apply online via this link: <https://forms.gle/KD5MZCKywygipjjJ9> latest by 23:59 of January 18, 2020.

WCS is an equal opportunity employer and the organization complies with all employment and labor laws and regulations that prohibit discrimination in hiring and ensures that candidates from all backgrounds are fairly and consistently considered during the recruitment process. We are dedicated to hiring and supporting a diverse workforce. We are committed to cultivating an inclusive work environment and look for future team members who share that same value.

The organization provides equal employment opportunities for all qualified candidates. The organization does not discriminate for employment based on age, color, disability, gender identify, national origin, race, religion, sexual orientation, veteran status, or any other characteristic protected by laws and regulations.

Please note that only short listed candidates will be contacted for interview.