

JOB DESCRIPTION

Effective date	:	Mar 2020
Job Title	:	Volunteer (VOL): Communications Volunteer
Location	:	HelpAge International in Vietnam (HAIV)
Responsible to	:	National Communications Officer (NCO)
Relations with others	:	Close working relations with all members in the HAIV team, projects and partners
Salary and Insurances	:	Not apply
Lunch support	:	1,000,000 VND/month
Voluntary work timeframe	:	Negotiation (at least three months)
Recruitment	:	Local recruitment
Application closing date	:	12 March 2020

Note: This job description is indicative of areas of work. However, given the nature of our work, some adaptations and flexibility is required. Thus, the JD will be modified from time to time, in consultation with the staff involved.

Background

HelpAge International in Vietnam (HAIV) supports a large network of partner organisations across the country. Partners across the network are responsible for implementing a wide range of programmes work for which HAI receives funding from both internal and external donors.

The recruitment of the Volunteer (VOL) is to support the implementation of HelpAge projects as assigned by the Country Director (CD) and NCO.

The area of voluntary works for Communications Volunteer

- Update project news on the website, social media pages (facebook, twitter...), printed publications
- Contribute to the preparation of project work plan and reports as relevant.
- Support the Communications Officer and other staff in design, adapt graphics, develop and edit the project documents and materials.
- Support in review and edit of project documents, reports and other materials
- Support other communications and training activities of the project.
- Support to document project newsletter, good practices, articles, cases studies and lessons learned for knowledge sharing.
- Support the development of activities on use of communication technologies in order to raise awareness on ageism.
- Travel to field in short notice.

- Support other project activities when necessary
- Support administration and finance works (if any) assigned by the Senior Finance & Admin Officer (Sr. FAO)

Essential/Desirable skills

- University degree, preferably journalism or media/communications, public health, or relevant field.
- 1-2 years work experience in communications or media fields
- Excellent English and Vietnamese communications skills, both written and verbal
- Ability to deliver key messages to the media
- Good eye for page layouts and design
- Good understanding of social media engagement
- Good understanding of the key components in brand management
- Good personal organisational skills, including time management, and ability to meet deadlines and work under pressure
- Willingness to travel to field offices and work at sites of provincial and commune level according to travel requirements
- Experiences in using design software, managing website, editing video are advantages
- Experiences in research and/or data analysis is an advantage

Other opportunity (not commitment)

Have a chance to enter a 6-month contract as an official staff with the position of National Communications Officer. This is to replace for a case of 6-month maternity leave tentative commencing from June 2020. This chance is only applied when the Volunteer makes an excellent contribution in the voluntary time.

How to apply:

Please submit your application document consists of:

- A covering letter outlining your suitability for the role that should not be more than 1 page of A4 size
- An updated curriculum vitae (CV), maximum 3 pages of A4 size

Please put the covering letter and CV in one file and send by email to recruitment@helpagevn.org and dathq@helpagevn.org by the closing date of 12 March 2019. Please clearly note the Volunteer position you are applying in your email title.

HelpAge International is an equal opportunities employer.

With a view to minimising our administration costs we are unfortunately only able to contact again those candidates who have been shortlisted for interview.