



## RECRUITMENT ANNOUNCEMENT

### Communications Specialist - Graphics and Web Design

(Vietnamese National)

Based in Hanoi, Vietnam

ICEM – International Centre for Environmental Management is an award-winning independent technical service centre that assists government, private sector and communities to define and implement policies for ecologically sustainable development. Established in Australia 1999, ICEM has its regional headquarters in Hanoi and is staffed by full-time international and national technical and administrative personnel.

ICEM works in Asia and the Pacific - especially in the Mekong countries and focuses on climate change, water resources management, disaster risk management, energy efficiency and renewables, environmental assessment, environmental economics, and biodiversity conservation. ICEM seeks to integrate environmental concerns with development through spatial planning, modelling, socio-economic analysis and environmental assessment tools.

ICEM is now seeking to employ a Communications Specialist (Vietnamese national) based in Hanoi, Vietnam on a two-year renewable contract. Reporting to the ICEM Communications Manager, **the position includes the following tasks:**

- In close coordination with ICEM Technical Experts, designing communications products including briefs, human interest stories, blogs, longreads, PowerPoints, reports, banners, posters, leaflets, infographics, social media posts and figures;
- In close coordination with ICEM Technical Experts, provide communications support to projects, for example on front-end design of decision support systems, online GIS platforms, training materials etc.;
- In close coordination with the ICEM Communications Manager, making visual and technical updates to the ICEM website e.g. creatively updating design, improving website speed, security, SEO optimization, streamlining and modernizing website organization;
- Designing cover pages according to ICEM cover page templates package;
- Supporting Communications Manager with other tasks as required, including but not limited to: producing and disseminating knowledge products, updating ICEM's social media, maintenance of ICEM's library of resources (including figures, maps, photographs).

**Candidates should have the following qualifications:**

- Bachelor's degree in communications or a related field;
- At least 3-5 years of work experience in graphic design, web design and communications;
- Competence with Wordpress CMS, PHP and HTML coding (knowledge of additional coding languages would be an asset);



- Demonstrated experience with front-end website design (experience with back-end development would be an asset);
- Competence with Adobe Suite (Indesign, Illustrator, Photoshop);
- Competence with MS Office Suite;
- Experienced in using social media platforms for communications;
- Fluency in English (written and spoken) is essential;
- Good writing skills;
- Creativity, flexibility and ability to take initiative;
- Exposure to and interest in the fields of climate change and ecologically sustainable development would be an asset.

To apply, send a cover memo, updated CV with contact details of two references and minimum 3 samples of previous graphic design/layout and web design work to Ms Mai Quynh Luong ([mai.luongquynh@icem.com.au](mailto:mai.luongquynh@icem.com.au) and [admin@icem.com.au](mailto:admin@icem.com.au)). For more information about ICEM, visit [www.icem.com.au](http://www.icem.com.au).

Applications close on 21 August 2020. Only short-listed candidates will be contacted.