

Head of Public Affairs (HoPA)

PURPOSE OF THE POSITION

As the Head of Public Affairs you are responsible for leadership, management and supervision for all aspects of ChildFund’s communications, sponsor relations and advocacy activities for ChildFund Vietnam, in order to support our programmatic objectives and enhance the influence and reputation of the ChildFund in Vietnam’s work as a thought leader in its specialist areas of focus: child rights and child protection, education, health and wellbeing for children.

KEY DUTIES

- Lead the overall Strategy development and execution of the department
- Plan, design and implement communication and outreach strategies to increase public awareness of the work of ChildFund Vietnam
- Manage the performance of the unit coordinators and provide coaching, mentoring and other developmental opportunities to strengthen the capacity of staff;
- Develop and disseminate communication materials such as op-eds, briefs, policy documents, newsletters, infographics, websites, and social media in close cooperation with communications and program teams
- Work closely with the Head of Programs and Country Director to explore and identify advocacy opportunities and strategic approaches, and coordinate the implementation of these initiatives
- Put in place mechanisms for measuring the impact of the organisation's communications activities (including advocacy campaigns) and the contribution it makes to programmatic objectives in the country
- Serve as point of contact for media and public enquiries;
- As a core member of the Senior Management Team, contribute to the strategic directions of the Country Office
- *Remain alert and responsive to any child safeguarding or PSEAH risks, and ensure all communications activities comply with the organisation’s Child safeguarding Policy and Procedures.*

ESSENTIAL QUALIFICATIONS & EXPERIENCE

- University qualification in English, marketing, media, communications, journalism, training or other relevant field
- Minimum of 5 years working experience in senior roles with an INGO or similar organisation
- Experience in building a collaborative team
- Track record in building relationships with civil society, government, academia, and the private sector and in working with government policymakers and NGO/ CBO advocates at a country and regional level
- Experience in organising campaigns, workshops or training
- Experience in coordination, management and leadership of communications and advocacy initiatives
- Broad, up-to-date knowledge of laws, practices and local authority system related to the development field
- Excellent computer literacy
- Fluent in English.

DESIRABLE QUALIFICATIONS & EXPERIENCE

- Master Degree in development perspectives, development approaches and development activities;
- Experience with child-focused programs or communication activities.

SKILLS

- Strong leader, supporting others in achieving their & the organisation’s goals
- Excellent organisational and project management skills
- Change champion
- Creative thinker and motivator, energetic, with an entrepreneurial spirit
- Understand communications, media and related protocols
- Able to manage across different cultural contexts

CHILDFUND AUSTRALIA’S VALUES

Commitment to ChildFund Australia’s values –
Respect, Integrity, Collaboration, Change,
Empowerment & Excellence

Department: Public Affairs (PA)

Location: ChildFund Australia Representative Office in Vietnam, 127 Lo Duc, Hai Ba Trung District, Hanoi, Vietnam

Employment: Full-time, Initial one-year employment agreement, with option to extend upon mutual agreement.

Reports to: Country Director

Other Information: must have criminal background check before joining the organisation

Please apply at: https://www.childfund.org.vn/working_with_us/





ORGANISATIONAL CONTEXT

ChildFund Vietnam is the representative office of ChildFund Australia – an independent international development organisation that works to reduce poverty for children in developing communities.

ChildFund Australia is a member of the ChildFund Alliance – a global network of 11 organisations which assists almost 16 million children and their families in over 60 countries. ChildFund Australia is a registered charity, a member of the Australian Council for International Development, and fully accredited by the Department of Foreign Affairs and Trade which manages the Australian Government’s overseas aid program. ChildFund began working in Vietnam in 1995 and works in partnership with local government and civil society, as well as children, their parents, caregivers and communities to create lasting change, respond to humanitarian emergencies and promote children’s rights.

Projects are implemented in the northern provinces of Bac Kan, Cao Bang and Hoa Binh, where the majority of people are from ethnic minority groups; often the most vulnerable or marginalised sections of the population. ChildFund Vietnam’s projects focus on child rights and child protection, education, health and wellbeing for children. ChildFund Vietnam also prioritises building the resilience of young people, by giving them the opportunity to take part in sports, life skills learning, and supporting their participation in local decision-making processes.

HOW WE VALUE YOUR CONTRIBUTION

Remuneration Package

We aim to provide an overall remuneration package that is attractive and fair. Our remuneration framework ensures that we align to employment conditions and laws, and we benchmark against the local market to ensure we offer competitive employment conditions that are appropriate to our sector.

Leave

You will have access to 15 days of paid annual leave in the first year of service. From the second year onwards, leave entitlement is 20 days plus one additional day for every 5 years of service. You are also entitled to personal/carer’s leave, paid parental leave, school leave, child sick leave, study leave and bereavement leave.

Flexible Working Arrangement

You will have access to flexible working arrangements. We encourage a culture of flexibility and enable conversations between yourself and your manager about maintaining work-life balance.

Health Care Insurance program

We provide 24-hour coverage for Comprehensive Health Care insurance for all ChildFund Vietnam staff, including In-patient (Hospital & Surgical Insurance), Personal Accident Insurance and Outpatient Treatment Insurance. This program is also extended to family members depending on staff’s tenure with the organisation.

Learning and Development

Our approach to learning and development will enable you to have the information, skills, and knowledge needed to do your job and to grow in your position. We build the capacity of our people and support you with on-the-job experience, coaching and formal training.

Internal Social Welfare

ChildFund aims at creating a working environment and organisational culture where staff feels valued and cared for. We offer a comprehensive program of internal welfare activities, including monthly birthday celebrations, gifts for weddings and new born babies and quarterly team building activities (“Good Friday”).

OUR VISION: A global community, free from poverty, where children are protected and have the opportunity to reach their full potential.

OUR MISSION: We work in partnership with children and their communities to create lasting and meaningful change by supporting long-term community development and promoting children’s rights.

At ChildFund Vietnam you will be contributing to every child being able to say: “I am safe. I am educated. I am heard. I have a future.”