



Communications Officer

About the role

Communications Officer is responsible to develop the communication strategy and implementation of activities under Urban Program (UP), as well as to provide communication support and advice as requested. Communication Officer works closely with UP Team and CVN Technical Leads to conduct communication components of UP's projects and program through relevant communications channels and other communication materials for both internal and external audience.

This position is based in Hanoi, with possible travel required to the field.

Key responsibilities

- Lead in development and roll-out of UP projects' communication plans, communication activities, and information sharing guidelines for both internal and external communications;
- Develop media and social media platforms and networks, and work with UP team to implement events and campaigns;
- Lead in the production of communication products under UP and ensure that they are in line with CARE's procedures;
- Develop and monitor communications schedules, liaising with staff to ensure documents, stories and case studies are produced in a timely manner;
- Develop and maintain libraries of communications and media materials in both digital and hard-copy formats;
- Produce human interest stories, news stories, videos, press releases and external-facing brochures or promotional materials as needed;
- Lead the capacity building on communication for CARE staff and CARE's counterparts as assigned;
- The focal point for liaison with the communications/media team within UP and with peers in country offices as required; and
- Liaise with designers, printers and other contractors where needed.

Ideally you will have:

- Minimum Bachelor Degree in Public Relations, Communications and Media or other related fields and/or 3 years relevant work experience in communications and media activities;
- Proven experience in developing and implementing communications and media plan;
- Proven specialized technical skills and expertise in a full range of communications responsibilities such as copywriting and editing, web design and content production, etc.;
- Established networks and good relationships with media;
- Demonstrated understanding of gender equality and women's empowerment and a commitment to CARE's approach and values including ethnic diversity and cultural sensitivity;
- Demonstrated good interpersonal skills, sound judgment, planning, problem solving and the ability to work under pressure and to organise and manage workload to meet deadlines;
- Excellent oral and written communication skills in both Vietnamese and English and presentation skills; and
- Fully conversant in Microsoft Office and social media with knowledge in photo and video editing software.

Why you should apply:

- Ongoing professional and personal development

- A dynamic and innovative environment
- Supportive teams
- A comprehensive benefit package

Application Deadline: 17:00 pm, 20 July 2021

Interested?

We invite **Vietnamese candidate** to submit expressions of interest to join our team. Please click the Apply button and complete online application form linked to the vacancy on our careers page <https://www.careers-page.com/care-vietnam>. Please ensure you attach your CV with a cover letter in English language before submitting.

CARE International in Vietnam is a creative and dynamic organisation which has worked with Vietnamese and international partner organisations since 1989 in over 300 projects. We recognise that the key to achieving equitable development outcomes lies in addressing deeply rooted, structural underlying causes of poverty and injustices which contribute to the exclusion and vulnerability of particular groups in society. Our long term programme goals in Vietnam are that Remote Ethnic Minority Women (REMW) and Socially Marginalised People (SMP) in urban areas equitably benefit from development, are resilient to changing circumstances and have a legitimate voice. To learn more, visit: www.care.org.vn

CARE is an equal opportunity employer committed to a diverse workforce. Women, ethnic minorities, and people with disabilities are strongly encouraged to apply.

Thanks for your interest in CARE! We are committed to each other and to the protection of the people we serve. We do not tolerate sexual misconduct within or external to our organisation and imbed child protection in all we do. Protection from sexual harassment, exploitation and abuse and child protection are fundamental to our relationships, including employment; and our recruitment practices are designed to ensure we only recruit people who are suitable to work with other staff and the people we serve. In addition to pre-employment checks, we will use the recruitment and reference process to ensure potential new staff understand and are aligned with these expectations. To find out more, please contact the Human Resources Team Leader.