



JOB DESCRIPTION

Communication Officer

About AMPERES

AMPERES is a mission-driven enterprise committed to finding integrated solutions for the entrenched sustainability challenges facing Southeast Asia, Australia and the Pacific. We have offices in Ho Chi Minh City (Viet Nam) and Perth (Australia). We use evidence-bases, deliberative processes and innovative technology to improve how society interacts with the environment.

- **We support governments** to improve the sustainability of policy and planning processes through implementation of climate risk & adaptation assessments, Strategic Environmental Assessments (SEAs), integrated environmental assessments, river basin plans, water, energy and economic modelling and techno-economic studies.
- **We empower communities** to improve livelihoods through affordable and reliable access to distributed energy & water resources using business models that are viable and centre benefits at the community level.
- **We work with companies & industry** to decarbonise their business, promote energy independence and reduce operating costs through energy efficiency planning and the development of distributed renewable energy systems.
- **We collaborate with researchers & universities** to prototype, test & scale innovative technology towards successful commercialisation.

The Role

AMPERES is implementing multiple programs in climate change, water and energy that cover water scarcity management, impacts of hydropower development, climate resilient flood management, renewable energy transition, distributed renewable microgrids, community energy and water/energy policy reform. These programs span the Asia-Pacific region with particular emphasis on the Greater Mekong Sub-region (GMS)¹.

We are looking for a Vietnamese Communication Officer who will be based at our Ho Chi Minh office and can support and maintain the communication activities.

We value equality and diversity in all of our projects and also within our organisation. We welcome applications from all segments of society.

¹ The Greater Mekong Subregion includes Cambodia, Lao PDR, Myanmar, Thailand, Vietnam and Yunnan Province (PRC).

<i>Organisation</i>	AMPERES Vietnam
<i>Title/Role</i>	Communication Officer
<i>Reporting to</i>	AMPERES Director and/or Office Manager
<i>Duty Station</i>	Ho Chi Minh City, Viet Nam 126 Nguyen Thi Minh Khai, District 3, HCMC
<i>Conditions of contract</i>	Full time, Vietnamese national

Responsibilities

The Communication Officer will lead the design and implementation of AMPERES communications strategy including:

Branding

The Communication Officer will be responsible for branding identification of the AMPERES, the main responsibilities include:

- Develop AMPERES identity branding such as templates for ppts, technical reports, proposals, letterheads, name cards, posters, virtual background etc
- Collaborate with management and project team to develop and implement an effective communications strategy based on our target audience.
- Seek opportunities to enhance the reputation of the brand, and coordinate publicity events as required.
- Optimizes company website content for internet search engines

Website and Social Media

The Communication Officer will develop, upgrade and maintain the website and social media which include:

- Develop and manage social media communications for the organization
- Prepare promotional materials about the organization (company capacity statements, brochures, project profiles)
- Develop multi-media materials: interviews, videos, photo essays etc to draw out project findings and make them more accessible to a wider audience base.
- Work with AMPERES specialists to develop policy briefs, editorials and newspaper articles promoting the ideas and findings our research to a wider audience
- Write, edit, and distribute content with well-designed, including publications, press releases, website content, annual reports, speeches, and other material that communicates the company's activities, projects and/or services.
- Maintain records of media coverage and collate analytics and metrics.
- Oversee and lead the communication/ media activities and the production of information materials for public dissemination.
- Oversee and providing strategy communication advice to the management and the technical team.

Other support tasks

- Support in the preparation and editing of the project reports for communication purposes

- Support the establishment of work relationships with the key stakeholders including government agencies, media, NGOs, CSOs, researchers and other interested members of the general public
- Coordination and facilitation of workshop events
- Implement project activities where are assigned

Required

- Minimum 3-5 years' experience in communications for one or more of energy, environment or water related development projects
- Experience working with international development partners
- Proficiency with web development and use of graphic design software (Adobe suite or similar)
- Strong understanding of communication techniques and best practice principles
- Degree in communication or graphic design or other media related field.
- Demonstrated strong management, coordination, teamwork, and planning skills to effectively mobilise available resources to deliver the outputs.
- High proficiency in English is also essential
- An inquisitive problem-solver ethically committed to sustainability
- Strong verbal and writing skills in both English and Vietnamese, including ability to write for different audiences - internal (staff), customers, and media.
- Ability to work under tight deadlines, juggling multiple competing tasks, prioritizing demands and be proactive.
- Strong interpersonal skills and an ability to work professionally and to build trusting relationships with both internal and external stakeholders.
- Highly motivated and can work autonomously as well as in a team environment and capacity for flexibility as tasks and priorities shift.
- Ability to self-start and troubleshoot and high attention in detail; demonstrated ability to excel in a multicultural environment.
- Approaches work with a professional, positive, and constructive attitude, even when under pressure and willing to use logic to challenge prevailing attitudes.
- Responds positively to critical feedback and differing points of views.

Preferred

- Programming capacity, web coding, photography and videography
- Vietnamese citizen living in Ho Chi Minh City or willing to move there.

How to apply

Eligible candidates should submit:

- (i) cover letter, outlining why you are interested in the position, what are the main skills you bring to AMPERES and highlighting work you have done that meets the requirements;
- (ii) your professional CV emphasising your relevant experience;
- (iii) example piece of your writing, either a communications product, technical brief or article including a description of your specific contribution to the piece.

All submissions should be sent to info@amperes.com.au by **3rd May 2022**.

Please note that while we greatly appreciate the effort from all candidates in submitting an application, only shortlisted candidates will be contacted.