



Project cum Communication Officer, based in Hanoi

Helvetas is a non-governmental organization, founded in Switzerland in 1955, and supported by more than 100,000 members and sponsors as well as 12 regional volunteer groups. Helvetas has been operating in Vietnam since 1994 in the sectors of Agriculture, Forestry, Governance and Peace, Water and Sanitation, and Rural Development. Today, Helvetas Vietnam's programs focus on Sustainable and Inclusive Economies, specific interfaces with Climate Change and Vocational Skills Development are considered and further deepened.

Helvetas Vietnam is looking for a full-time Project cum Communication Officer for the EU-funded project "**Circular Economy Cocoa: From Bean to Bar**". The project works on circular economy in the agri-food sector and policies of Vietnam, with a focus on the cocoa industry, leading to equitable economic growth decoupled from harmful environmental impacts. The position will base in Hanoi with frequent travels to provinces.

DUTIES & RESPONSIBILITIES

- Responsible for overseeing and implementing the project activities under the Component 03 (80%) and Communication (20%) activities of the project. The outcome of this component is that cocoa production provides a reproducible model for the uptake of circular economy in the Vietnamese agri-food sector and agri-food policies¹.
- Liaise with government authorities, and working groups to provide technical support in the areas of policy research and circular economy; develop and implement joint initiatives at local or/and national level(s).
- Collaborate with governmental authorities and other stakeholders interested to host or organize policy dialogues on circular economy in the cocoa subsector and the wider agri-food sector.
- Responsible for communicating and upscaling project results, supporting project planning, monitoring, and reporting under the management of the Project Manager.
- Contribute to writing program learning documents, case studies, and media products and take part in policy advocacy for good practices, lessons, and processes of the program.
- Contribute, as directed, to the development of the project's communication plan and interventions, following the visibility requirements as requested by the donor;

REQUIRED QUALIFICATIONS

- A minimum of Bachelor's degree in economics, development studies, social development, agriculture management, environmental science, or other related fields.
- Demonstrable experience in policy formulation and policy lobby at national and/or local level(s).
- Proven track record of working in government relations, media communications, and corporate and social responsibility.
- Knowledge of development issues and familiarity with innovative approaches to address the related problems.

¹ To enable this, three following outputs are expected to be delivered:

- Data and case studies showing the economic and business case for circular economy in the cocoa subsector and agri-food sector exist and are covered in the media.
- Policies supportive of circular economy in the agri-food sector are formulated.
- Agri-food businesses from other subsectors have investment-ready plans to replicate circular economy methods.

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- Sound understanding of governance issues and related themes, especially related to agri-food and environment sectors in Vietnam.
 - Ability to deliver communication solutions for project results dissemination purposes;
 - Proven experience in development project monitoring and evaluation is an advance.
 - Excellent command of English;
 - Good working knowledge of Microsoft Office (word, excel, and desktop publisher);
 - Proven ability to work on own initiative, meeting objectives and tight deadlines under pressure;
 - Demonstrate a good combination of personal and organizational skills;
 - Able to show the flexibility of approach and work effectively within a team;

Interested candidates should send applications (CV plus motivation letters and copies of diplomas) to Helvetas.vietnam@helvetas.org and trieu.tuanh@helvetas.org by **May 10th, 2022**. Only short-listed candidates will be contacted.