



Job Title: **COMMUNICATIONS OFFICER**
Project: USAID Sustainable Forest Management
Reports to: Senior Communications Specialist
Location: Hanoi and frequent travel to the Project provinces
Date: xxx 2022

DAI organization and values

DAI is a global development company with corporate offices in the United States, the United Kingdom, EU, Nigeria, Pakistan, and Palestine and project operations worldwide. We tackle fundamental social and economic development problems caused by inefficient markets, ineffective governance, and instability. DAI works on the frontlines of global development. Transforming ideas into action—action into impact. We are committed to shaping a more livable world.

DAI and its employees are committed to confronting racism and holding ourselves accountable for positive change within the company and in the communities, cultures, and countries in which we live and work. DAI is committed to attracting and retaining the best employees from all races and backgrounds in our continued effort to become a better development partner.

DAI upholds the highest ethical standards. We are committed to the prevention of sexual exploitation, abuse, and harassment as well as other ethical breaches. All of our positions are therefore subject to stringent vetting and reference checks.

Project Background

The USAID Sustainable Forest Management Project (the Project) will work with the Government of Vietnam (GVN) to reduce carbon emissions associated with deforestation, the degradation of natural forests, and poor plantation management. The Project will implement a “Green Prosperity” approach that strengthens local communities’ ability to protect their natural resource base and reduce emissions while building a strong foundation for sustainable livelihoods and equitable economic growth.

The Project will work in seven provinces (Lao Cai, Son La, Hoa Binh, Thanh Hoa, Nghe An, Quang Tri, Quang Nam) and focus on five objectives:

1. Improve and expand community forest management
2. Increase conservation-friendly enterprises in forest-dependent communities
3. Increase functionality of law enforcement system for forest crimes
4. Improve production forest management practices
5. Mobilize domestic resources for forest management and protection

The Project will be implemented during the period 2020-2025 by DAI in collaboration with RECOFTC and Preferred by Nature as partners, with the Ministry of Agriculture and Rural Development (MARD) as the counterpart and the Management Board of Forestry Projects (MBFP) as project owner.

Overview of the Position

The USAID Sustainable Forest Management Project is a large project being implemented from central to provincial and grassroot levels in seven provinces and reaching a wide range of target audiences. To reach the Project’s objectives, many communications and outreach activities must be organized to raise

awareness and change behavior on Community Forest Management (CFM), Conservation Friendly Enterprises (CFEs), Non-Timber Forest Product (NTFP) value chains, forestry law enforcement, sustainable forest management, large-timber plantation, forest certifications, Payment for Forest Environmental Services (PFES) and Carbon Payment for Forest Environmental Services (C-PFES).

Communications is considered as a cross-cutting theme and plays an important role in the Project's implementation. Therefore, in the beginning of the implementation phase, the Project developed a Communications and Outreach Plan for 5 years (2021-2025) that was approved by USAID.

From the third year of Project's life, it is an important time for capturing, creating, organizing and sharing the Project's knowledge from the national to grassroot level and relevant stakeholders of the Project. The knowledge will come from the Project's technical materials, training documents, best practices, viable business models, experience. Knowledge products could be published papers, professional reports, success stories, photos, video clips and others. Communications aims to cover the main Project's audiences and needs: at the government level for Central government level (MARD/CPMU), at the Provincial level authorities (seven PPMUs), MARD provincial authorities (FPD, DARD), communes and private sector beneficiaries, Project's staff at central and provincial levels and other stakeholders. To capture knowledge and communication products for better sharing to wider groups of stakeholders, including the Project's beneficiaries, the Project recruits a Communication Officer.

Under the overall management of the Deputy Chief of Party (DCOP), the Communications Officer will report directly to the Senior Communications Specialist.

Roles and Responsibilities:

The Communications Officer will be responsible for the below tasks:

- Support technical team members to organize awareness raising events, campaigns, dialogues, forums.
- Facilitate knowledge management transfer between Project's central office and seven provinces to ensure communications messages, products and materials reach the target audiences with government, beneficiaries, Project's staff and other key stakeholders.
- Follow up with technical team members to ensure that their technical write-ups for producing the Project quarterly Newsletters will be timely received.
- Produce communication materials such as brochures, newsletters, policy briefs, success stories, video clips, articles.
- Create, organize, and share the Project's knowledge products.
- Review and check branding from all promotional and communication products.
- Facilitate field trips for the Communication team (including DCOP and Senior communication officer).
- Other required tasks by the direct supervisor/DCOP.

Deliverables:

- Timesheet with completed tasks as verified by the direct supervisor.

Qualifications:

- A bachelor's degree in communications, journalism, or related field
- At least five years of experience in communications, outreach and dissemination activities environmental and/or social development issues, especially in forestry sector in Viet Nam



- Good understanding of the issues related to forestry activities with related government, commune and private sector beneficiaries
- Excellent communication skills in both written and spoken English and Vietnamese
- Photography, video and design/layout skills and experience
- Ability to work as an active member of teams, and in a varied cultural and institutional context
- Ability to travel frequently to provinces
- Vietnamese nationality only

How to apply and requested documents

Individual interested candidates are requested to submit:

- Updated CV in English
- Cover letter in English indicating why the applicant is suitable for this position along with current contact details of at least three referees
- Scanned copy of related degrees

Via email to our recruitment email at VietnamSFM@dai.com. Please quote the position title in the subject line: **“Candidate’s full name_Communication Officer”**

Deadline for application: 5.00 p.m. (Hanoi time), July 31, 2022

Recruitment will be on rolling basis. The position may be closed earlier if appropriate candidate is selected before application due date.

To learn more about DAI, please visit our website: <https://www.dai.com/>

DAI is an equal opportunity/affirmative action employer with a commitment to diversity. DAI does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, parental status, veteran status, or other non-merit factor.