



Job Title: Communication Officer

Project Name: Field Support Services Project in Vietnam (FSSP)

Job type Contract

Location of Position: Hanoi, Vietnam – Home-based with potential local travel

Reporting to: FSSP Manager

Remuneration In line with market rates.

Indicative LOE/Time Frame: Approximately 12 months, expected starting end of June 2024 with an Estimated Level of Effort (LoE) of up to 10 days per month.

Language Requirements: English

Application Deadline: 20 June 2024

Application Instructions:

1. **A cover letter is mandatory to be considered.** Cover letters should effectively align your skills and experiences with the specific job responsibilities outlined in the position's description, demonstrating your aptitude and enthusiasm for the role, your daily fee and current availability.
2. Click the ["Apply now" link](#) to upload your cover letter and CV (Curriculum Vitae).
3. Only successful candidates will be contacted. No phone calls please.

Alinea is an international development consultancy providing technical and management expertise that helps people improve their lives. We work with governments, investors, companies, and communities to create lasting change. With nearly 40 years of experience, Alinea has successfully delivered more than 1000 projects worldwide. alineainternational.com



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At Alinea International we value diversity, equity, inclusivity, accessibility and belonging in everything we do. We are an equal opportunity employer opposed to all forms of discrimination. We actively seek and encourage applications from people of diverse backgrounds recognizing that an inclusive workforce enriches our organization and achieves smarter, more innovative results.

Alinea is committed to the protection of children and vulnerable adults. Due to the nature of our work, all candidates will be subject to due diligence checks and extensive background checks where appropriate.

Project Description:

Given Alinea's global technical expertise in providing support services in various countries around the world, including in Vietnam, Alinea has been contracted by Global Affairs Canada (GAC) to provide administrative, financial and logistical services as well as the procurement of goods, services and technical specialists through the Field Support Services Project (FSSP) in Vietnam. The FSSP improves the efficiency of the work of the program and project stakeholders and the impact of Canada's international assistance in Vietnam.

The Vietnam FSSP acts in alignment with Canada's Official Development Assistance Accountability Act, which aims to comply with aid effectiveness principles and deliver aid that maximizes its impact on development and poverty reduction. Further FSSP helps advance the implementation of GAC's commitment to Canada's Feminist International Assistance Policy. Canada's Indo-Pacific Strategy offers programming opportunities for inclusive governance programming.



In this context, the FSSP is looking for a Vietnamese communication officer with photography integral skills to provide long-term FSSP support to the GAC's development program in Vietnam in response to the need of coordinating and integrating disparate information threads into a more strategic communication's effort and through visuals and narratives to help shape the Vietnamese's perceptions and understanding of Canada's international assistance.

Key Responsibilities

Based in, and working remotely from Hanoi, the selected Communication Officer will work in close collaboration with, and report to the FSSP Manager, in cooperation with the GAC development team in Vietnam, may be required to travel locally and is responsible for the following tasks, but are not limited to:

- To build and maintain effective working relationships with development unit at the Embassy of Canada and as partner implementing Canada-funding development initiatives.
- To contribute towards monitoring the brand reputation and discussions relating to development program of Canada in the media spaces in Vietnam.
- To monitor and analyze Canada's brand reputation and make recommendations for improvement.
- To develop an overall communications strategy which could include events, social media, website content, press conferences, or emails; enhancing collaboration with implementing partners of Canada-funding development initiatives.
- To create timely and engaging content that is optimized for various platforms.
- To support the Embassy of Canada 's Development media events including photography.
- To write and develop media materials which can include press releases, media advisories, public service announcements, and blog posts on behalf and in name of Development Program/Embassy of Canada.
- To write and edit content for promotional materials.
- Provide any other related services, as required.



Expected Deliverables

The deliverables will be reports, visuals and narratives and communication/media materials, products in English and Vietnamese.

Duration, Level of Effort and Expected travel

Duration of the initial consultancy is approximately 12 months, expected starting end of June 2024 with an Estimated Level of Effort (LoE) of up to 10 days per month but flexible by month. Tasks and assignments will be identified by GAC as far in advance as is practicable and possible. However, a significant portion of the workload may be requisitioned on short notice and will require timely responses. The post will be home-based, local travel will be on an as required basis. The consultancy is renewable based on assessment of quality of work, GAC's demand and available budget.

Academic Qualifications and Experience:

Mandatory:

Education

- A master's or a bachelor's degree in business, marketing, communications, journalism, public relations, or a related discipline.
- Additional training certification in subjects related to communications such as social media management, digital marketing, email marketing, or related subjects would be an asset.

Experience

- At least three years experience related to content writing or media strategy within a professional organization either public or private sector.
- Familiarity with key priority areas of GAC's programs in Vietnam such as gender equality, environment/climate change, energy transition, inclusive governance, sustainable economic growth, impact business, etc. would be a strong asset.
- Specific experience in working with NGO or donor organizations and media networks would be an asset.



- The submission of a portfolio will be requested of candidates invited for interview, with portfolio providing examples of the writing capabilities of a candidate.

Skills and competencies

- Teamwork skills and the ability to work independently.
- Photography skills.
- Flexibility to adapt to changing work conditions.
- Ability to take and give constructive feedback.
- Strong analytical and problem-solving skills.
- Strong attention to detail and ability to work with a high level of accuracy.
- Excellent grammar and writing skills in Vietnamese and good oral and written English skills.