

Communication Officer

JOB OPPORTUNITY: Communication Officer at Save Vietnam's Wildlife

Position title: Communication Officer

Main duty station: Cuc Phuong, Ninh Binh (100km away from Ha Noi)

Introduction to Save Vietnam's Wildlife

Save Vietnam's Wildlife (SVW) is a national Non-Profit Organisation in Vietnam that was established under the Vietnam Union of Science and Technology Associations with registration license from Ministry of Science and Technology.

Mission statement

Save Vietnam's Wildlife ensures a secured future for threatened wildlife in Vietnam.

Aims

- Delivering effective education programs to empower people to take informed action.
- Working with Government to effect positive, long-lasting change for wildlife.
- Rescuing, rehabilitating, and releasing confiscated threatened wildlife, and contributing to conservation-breeding programs for globally-threatened species, in support of wild populations.
- Increasing understanding of conservation requirements of threatened wildlife through rigorous scientific research.
- Demonstrating and promoting good animal welfare to organisations throughout Vietnam.

Save Vietnam's Wildlife is looking a position of Communication Officer

Duration: Permanent position: candidate should be willing to commit to staying with SVW for a minimum 4 years.

Expected starting date: As soon as possible.

Salary: To be discussed.

Work place: Save Vietnam's Wildlife, Cuc Phuong National Park, Nho Quan, Ninh Binh.

Responsibilities of Communication Officer

- Ensure effective communication for Save Vietnam's Wildlife
- Develop and maintain SVW's media network; plan and organize events and prepare media packages on Save Vietnam's Wildlife work.
- Coordinate with other staff to collect and prepare content for communications materials (articles, stories, reports, newsletters and other publications).
- With the Communications' Advisor develop SVW communications materials; from conception to production and dissemination.



- Maintain SVW's image/video database, website.
- Develop and maintain media and donor contact lists.
- With the Communications' Advisor develop and deliver marketing materials for SVW
- With the Communications' Advisor be responsible for developing an integrated fundraising strategy aligned with SVW communications channels.
- Update Save Vietnam's Wildlife activity on social media networks (Facebook, Twitter)
- Manage translation system for news, articles and the document of the centre
- Take visitors to visit the centre at Cuc Phuong National Park, when required.
- Prepare and assist training courses, events and campaigns

Requirements

- Must be Vietnamese
- Bachelor degree in Ecology, Environment, Natural Resources Management with an interest in moving into Communications OR a Bachelor degree in communications, public relations or related field with a love of Wildlife.
- Fluency in both English and Vietnamese.
- A strong sense of design with experience in at least three of the following related fields, graphic design, photography, videography, social media, web development preferred.
- Strong networking and advocacy skills
- Good organizational and reporting skills
- Ability to cope with pressure/meet deadlines
- Willingness to undertake frequent travel
- Willingness to learn latest media analysis techniques
- Willingness to develop skills appropriate for local and international audiences

Opportunities

- Working in a NGO and English speaking environment,
- Working directly under supervision of SVW's Communications Advisor Dr. Gillian Fuller (Former Senior Lecturer, Media and Communications, University of New South Wales, Australia and Digital Media consultant)
- Opportunity to be come Communication Manager of Save Vietnam's Wildlife
- Working office based in a beautiful Cuc Phuong national park and potential opportunity to change office in Hanoi after 2-3 years

How to apply



Interested Vietnamese candidates should send their recent CV and a cover letter (written in English and Vietnamese) to email: info@savevietnamswildlife.org or kimanh@savevietnamswildlife.org by 08 January 2016. Acknowledgements will be sent to short-listed applicants only.

Phone contact: 0303848053

Application Deadline

Friday, 08th January 2016

