



RECRUITMENT ANNOUNCEMENT

Environment Writer and English Editor

ICEM – International Centre for Environmental Management is an award-winning independent technical service centre that assists the government, private sector and communities in defining and implementing policies for sustainable development. Established in Australia in 1999, ICEM has its regional headquarters in Hanoi and is staffed by full-time international and national technical and administrative personnel.

ICEM works in Asia and the Pacific and focuses on climate change, water resources management, disaster risk reduction, renewable energy, environmental assessment, environmental economics, nature-based solutions and biodiversity conservation. ICEM seeks to integrate environmental concerns with development through spatial planning, modelling, socio-economic analysis and environmental assessment tools.

ICEM is now seeking to employ an **Environment Writer and English Editor** based in Hanoi, Vietnam, on a two-year renewable contract. The candidate will report to the ICEM Communications Manager and work in close interaction with relevant senior international colleagues.

Responsibilities

- Support ICEM’s global team through the review and editing of key internal and external deliverables in various medias in English.
- Write key communications products such as briefs, blogs, articles, new items and case studies drawing from ICEM projects and activities
- Support the development and implementation of ICEM’s editorial style and policies.
- Review and contribute to key internal and external deliverables including but not limited to:
 - Grants, project proposals and concept notes;
 - Reports and technical deliverables;
 - Project, trainings and workshop presentations;
 - Research and discussion papers;
 - Publications and print materials (brochure, flyers, etc.)
 - Web material, blog posts and social media posts;
 - Other “marketing” material including PowerPoints, press releases and multi-media content.
- Support other team members in the writing and development of key internal and external documents in support of ICEM’s goals and needs, based on key structures and information given.

Qualifications

- Master’s degree is desirable in related fields such as communications, environmental studies, publishing or in journalism with an environmental orientation.
- At least 5 years of relevant work experience as a writer and editor
- Competence with Wordpress CMS or similar system
- Competence with MS Office Suite

Additional qualifications and skills

- Experience and interest in the fields of climate change and ecological sustainability.
- Advanced capacities as a writer to international standard with experience in environmental fields



- Strong knowledge and experience working with diverse teams to address copy editing across text, digital media and proposals
- Experience in using social media platforms
- Creativity, flexibility and ability to take initiative
- Experience working with the Adobe Suite of media products such as Illustrator and/or InDesign

Applicants should be fluent in English with proven technical writing and presentation skills.

To apply, interested applicants should send a cover memo and updated CV with contact details of two references to ICEM at Nguyen Thu Phuong (admin@icem.com.au). For more information about ICEM, visit www.icem.com.au

Applications close on 20 April 2025.