**TERM OF REFERENCE**

Position and title of post: Communication Officer

Unit: Secretariat for Health Partnership Group (HPG)

Organization: ICD, MOH

Duty station: Hanoi

Duration: 6 months, full-time with possibility of extension

Salary:

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**Roles of the Communication Officer:**

Support the HPG Secretariat in

1. Promoting HPG as the primary forum for improving overall development cooperation to the health sector, through improved coordination and policy dialogue between Ministry of Health (MOH) and development partners.
2. Ensuring timely and appropriate communication and information sharing amongst HPG members (including HPG technical working groups, MOH departments involved in HPG, etc.), between HPG and other groups or partnerships related to health.
3. Promoting the HPG strategic plan and annual plan regarding communication and media issues
4. Ensuring timely dissemination of HPG related information to all relevant stakeholders, including through the HPG website

**Internal communication**

* Maintaining regular contact with ICD/HPG Focal point and other MOH departments, including DPF;
* Seeking inputs from leaders of ICD and relevant partners for effective implementation of HPG related activities, e,g. regular meeting, side event etc…;

**External communication**

* Strengthening contacts with HPG networks and development partners
* Establishing contacts with new HPG members, and identifying potential new members
* Keeping regular HPG networks up-to-date on HPG event, collaboration work.
* Contributing to the website development and maintaining of the ICD/HPG website
* Collecting information from ICD and DPs and other sources to be uploaded on the website, including regular updating of the database on development partner support

**Duties and responsibilities:**

**1. HPG promotional materials: brochures, leaflets, reports and other documents**

-Support the HPG Secretariat in preparing HPG reports and presentations, including formatting, design and production

**-**Creating and supervising content, designing and production of HPG related materials.

- Contributing to the translation of the materials.

-Support the Secretariat to distribute the HPG materials to DPs and relevant departments

- Liaise with the Depts of MOH, related ministries and donors to collect news related to the aid effectiveness

-Liaise with the Depts of MoH, related ministries and donors for internal procedures for HPG activities and to collect presentations, papers, and documents for HPG and SOI activities, including all relevant documentation to be uploaded on the website

**2. Media relations**

- Drafting press releases, newsletters and articles about HPG.

-Creating and maintaining the connection with the journalists and media organizations for disseminating news and activities of HPG.

-Working with media partners to promote HPG’s image and activities.

-Liaise with media partners to post news of HPG meetings, activities on media

**3. Website**

- Updating the news and activities from the aid effectiveness forum and other related partnership forums (like IHP, OECD, AEF, INGO forum…) to the HPG website

-Completing and improving the content and structure of HPG website.

-Day-to-day management of the ICD and HPG websites, including gaining inputs, updating, monitoring, maintaining and for the website.

- Leading in planning and implementation of the longer-term development of the sites, to ensure they continue to achieve the objectives.

-Link database in health sector and TWGs in health sector to the HPG websites

**4. Networking**

**-**Lead in contacting and updating with the HPG members, DPs, related departments and ministries on HPG activities

-Maintaining and developing the better network among DPs and HPG regarding aid effectiveness in health sector

-Liaise with health actors and agencies at provincial levels on international cooperation initiatives, aid effectiveness and sustainability

-Liaise with technical working groups in health sectors with HPG for better plan and programming shares

-Link database in health sector and TWGs in health sector to the HPG websites

-Support to contact to DPs to collect data for matrix of development partners to health sectors and prepare for the preliminary analysis

**5. Training, workshop, and conference**

-Support the HPG Secretariat in organizing HPG quarterly meetings, workshops, conferences and training (including communicate with speakers, participants, and etc)

-Prepare HPG materials for training, workshops, meetings

**4. Others**

- Contributing to the organization of HPG events including meetings and workshops.

- Undertaking other related tasks.

**Qualifications and Experience**

* Bachelors degree in Communication, Journalism, Information, Public Health or relevant subjects.
* Experience of working with Government and development partners
* A minimum of 4 years working experience with communication and information systems, including experiences in website management
* Abilities in analyzing, organizing, and synthesizing data.
* Capacity of speaking, listening and writing concise report in English.

**Working arrangements**

Communication officer will work under the ICD leadership and HPG coordinator. She/he will be supported by the HPG administrator.

**Remuneration**

Remuneration will be calculated based on the remuneration of "project personnel" in Annex 1 of the EU-UN Cost Norms, and will be dependent on qualifications and experience. A staff with "Step 1" experience will be sought, i.e., Masters qualification and a minimum of 2 years experience.