



Recruitment

Animals Asia is an international animal welfare charity founded by Dr. Jill Robinson MBE in 1998. It is devoted to the needs of wild, domesticated and endangered species throughout Asia and dedicated to ending cruelty and restoring respect for all animals. In Vietnam, Animals Asia is collaborating with MARD to establish a world class Vietnam Bear Rescue Centre (VBRC) in Tam Dao National Park, Vinh Phuc Province. Our primary goals are to end bear farming, contribute to the conservation of bears in Vietnam and in the region and improve the welfare of such bears already in captivity.

Animals Asia is recruiting a Vietnamese national for the full time Communications Officer position to be based in Hanoi.

Position: Communications Officer

Location: Hanoi with frequent domestic travel as required.

Term: Two year contract extendable based on performance with initial 2 months probationary period.

Salary: 600-730 USD gross per month + benefits

Position Responsibility:

Develop and implement effective communications programs to deliver Animals Asia's objectives in Vietnam and to develop and foster strategic relationships with local communities, media, and other relevant agencies on the bear and animal welfare issues.

Description of duties:

1. To be responsible for the daily communication activities of the Hanoi representative office.
2. To assist in the promotion of Animals Asia's goals and mission on bear rescue and animal welfare to media and general community
3. To assist with the production of Animals Asia's materials/publications
4. To maintain a communication link with local media, other NGOs and organisations working in wildlife protection in Vietnam.
5. Assist in the organisation of public events and provide regular bear communications updates to Head and country offices.
6. Provide translation/interpretation services to Animals Asia management and this includes translation of documents, correspondence and project materials.

7. Assist the Vietnam Director in identifying funding opportunities for activities relating to Animals Asia's goals in Vietnam.
8. Perform other duties as assigned or required.

Qualifications & Personal Requirements:

1. University graduate or equivalent with at least three years of relevant work experience in similar environment, or public relations and communications.
2. Demonstrated good working experience with local media
3. Good knowledge of communications tools & techniques
4. Excellent interpersonal skills, tact & diplomacy, and able to work with people from different cultural and demographic backgrounds
5. Excellent English oral and written skills.
6. Good knowledge of computer, able to use media software, word processing, spreadsheet, Internet & email programs.
7. Ability to work in a team, as well as independently.
8. Knowledge of animal welfare, bear issues, wildlife conservation will be an asset.

Contacts:

Interested applications should send their CVs in English to nhoang@animalsasia.org by 27/8/2012. Only short listed applicants will be interviewed, the interview will be conducted in English and will start as soon as applications are received.

For more information on Animals Asia visit www.animalsasia.org