|  |  |
| --- | --- |
|  |  Vacancy Announcement |

As a federal enterprise, the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH supports the German Government in achieving its objectives in the field of international cooperation for sustainable development.

We have been working with our partners in Viet Nam since 1993 and are currently active in three main fields of cooperation: 1) Sustainable Economic Development and Vocational Training; 2) Environmental Policy, Natural Resources and Urban Development; and 3) Health.

We run projects commissioned by the German Federal Ministry for Economic Cooperation and Development (BMZ) and the German Federal Ministry for the Environment, Nature Conservation and Nuclear Safety (BMU). We also cooperate with the Australian Agency for International Development (AusAID), the European Union (EU) and KfW Entwicklungsbank.

Since 1999 GIZ has maintained a representative office in Hanoi, which provides a full range of services to around 20 projects and programmes in Viet Nam.

GIZ is looking for a highly motivated and qualified Vietnamese national to join its team at the country representative office in Hanoi for the position of

PR cum Communications Officer

Duty station: Hanoi

**Main responsibilities:**

* + Produce and coordinate informational materials and publications (including tender and sub-contracting), e.g. newsletter, brochures, fact sheets, folders, posters, PowerPoint presentations, other media etc.; collect and compose information about projects/programmes’ activities, etc.
	+ Support the checking/correction of translations relevant to the PR tasks of projects/ programmes and the GIZ Office (English, German, Vietnamese).
	+ Develop and manage contact with national mass media organisations and the press, including maintaining a contact database; monitoring press activities, organizing press conferences and producing press materials, such as press releases, press kits etc.
	+ Implement and advise on GIZ Corporate Design standards across all publications and other promotional materials; including ensuring quality management.
	+ Organize and manage events and activities.
	+ Oversee the production and coordination of relevant promotional materials (including tendering and sub-contracting procedures).
	+ Support the PR/Communications Coordinator to organize and facilitate PR/Communications training modules, workshops, seminars, etc.
	+ Manage and coordinate the compilation of the GIZ Vietnam Internet site www.giz.de/viet-nam under guidance and quality control from GIZ Head Quarters, Germany.
	+ Assume responsibility for the existing photo archives, CD and DVD archive.

**Minimum qualifications and skills:**

* University degree in Marketing, Journalism, Public Relations or Communications and a minimum of 3 years of professional experience.
* Excellent Vietnamese, English and good German language skills (spoken and written);
* Knowledge of PR and communication strategies, particularly working with the press.
* Experience and interest in Development Cooperation as well as the willingness to stay updated on latest news and developments in that area.
* Experience in textual work (write and edit texts in German, English and Vietnamese for different target groups and target goals).
* Experience in the field of media to understand the work of journalists and cooperate with them.
* Ability to coordinate and supervise small projects.
* Ability to communicate and network within the company as well as externally with cooperation partners, German organisations and media representatives.
* Motivated and team-oriented personality.
* General computer literacy, e.g. Microsoft Office applications, Internet, etc.

**Desirable skills & knowledge**

* Experience in event management, organizing events and press conferences.
* Knowledge about »new media«, online media and social media.
* Administrative skills, e.g. budget planning, data compiling, publication distribution.
* Knowledge of publication/print procedures and Corporate Design.
* Knowledge of picture treatment and layout softwares.
* Management experience.

**Successful candidates will enjoy good working conditions with a friendly and creative working environment, an open corporate culture, a clear career path with opportunities, competitive benefits and compensation, and good policies of training and development.**

Interested qualified candidates are invited to send their application, CV and photo in English to one of the following addresses before **30th November 2012**.

**By Post:** GIZ Office Hanoi, 6th Floor, Hanoi Towers, 49 Hai Ba Trung Street, Hanoi, Viet Nam

**By email**: hr-giz@giz.de

## Note: Please state **‘Application for position of PR cum Communications Officer”** on the envelope or in the subject line.

Only short-listed candidates will be contacted within 2 weeks after the deadline. Tel. contact is not encouraged

 **GIZ – YOUR PARTNER FOR A BETTER FUTURE***For further information please visit our website* [*www.giz.de/vietnam*](http://www.giz.de/vietnam)