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**CARE INTERNATIONAL IN VIETNAM**

**Communications Advisor**

# I. CARE International

CARE is an international humanitarian aid organisation fighting global poverty, with a special focus on working with women and girls to bring lasting change to their communities. As a non-‐religious and non-‐political organisation, CARE works with communities to help overcome poverty by supporting development projects and providing emergency relief. We know that supporting women and girls is one of the most effective ways to create sustainable outcomes in poor communities. We depend on support from the public to carry out our work.

**II.** **CARE International in Vietnam**

CARE International in Vietnam is a creative and dynamic organisation which has worked with Vietnamese partner organizations in over 200projects over the last 25 years. A focus on poverty reduction and gender equality is seen in the overall programs. Our long term goals are that Remote Ethnic Minorities (REM) participate equitably in the economy and have a legitimate and respected voice, and that Socially Marginalised People (SMP) equitably benefit from development, are resilient to changing circumstances and have a legitimate voice. CARE in Vietnam addresses the underlying causes of poverty and social injustice of REM and SMP by working to empower women and their communities; by integrating climate change adaptation and disaster risk reduction as key components of our programs; by building partnerships (civil society, government, private sector) to facilitate long term sustainable change; by strengthening and building individual, organisational and institutional capacities; and by supporting policy development and implementation through policy dialogue and advocacy. Impact measurement, documentation of sound evidence and accountability to all stakeholders will play a significant role in innovation as well as knowledge management and learning.

CARE International in Vietnam is recruting an **international**, high qualified, dedicated volunteer for the position of Communication Advisor.

**III. Objective**

The objective of this assignment is to ensure CARE International in Vietnam implements an effective and consistent communications strategy to position and present itself, its program priorities and achievements.

**IV. Scope of Work**

The Communication Advisor will work under the supervision of CARE in Vietnam’s Knowledge Management Team Leader. Close and regular liaison with other CARE’s Team Leaders and nominated contacts is also required during all phases of the consultancy. The Communication Advisor will undertake communication – related jobs at both organizational/program and project levels. His/her responsibilities will cover both technical aspects and a communication management support role.

The Communication Advisor’s tasks include but not limited to the followings:

* Facilitate the development of CARE in Vietnam’s Communication Plan and information sharing guidelines (internal and external communication)
* Support the rolling out of the said Communication Plan in the organization
* Produce documents as required to articulate and document the CARE in Vietnam’s focus areas, history and impacts
* Provide technical support in organizational level media events
* Assist with consistency regarding logos and branding
* Help develop both internal and external communication platforms (intranet, newsletter, brochure, presentation/document standards, website etc)
* Produce *project profiles or other* documents as required to articulate and document project activities
* Produce succinct and focused case studies showcasing the impact of CARE’s work, including conducting field interviews where needed.
* Produce news stories and press releases as needed
* Produce external-facing brochures or promotional materials as needed
* Develop and monitor communications schedules, liaising with staff to ensure documents, stories and case studies are produced in a timely manner.
* Proof read and edit communication messages and documents Support project staff to write and edit donor reports where needed, focusing on highlighting the key impacts of CARE’s work.
* Provide advice and guidance to staff when developing campaigns
* Provide advice to staff and partners on effective use of social media
* Develop, maintain and update website content
* Develop and maintain a library of high quality images for use in publications and materials
* Maintain libraries of key project information and informational materials
* Liaise with designers, printers and other contractors where needed
* Coordinate production of videos
* Support the Knowledge Management Team Leader to supervise and co-ordinate all communication resources in the organization as required
* Any other tasks as assigned by the supervisor

**DESIRED QUALIFICATIONS AND COMPETENCIES**

* Bachelor’s degree or desirably higher in a relevant subject.
* Experience in marketing and/or communications and/or editing
* Experience summarizing complex issues/activities in succinct, targeted English
* Experience of development programs, including contributing to donor reports and proposals.
* Experience leading teams and implementing processes to improve efficiency.
* Experience developing marketing or communications campaigns
* Experience using design programs / briefing designers
* Ability to represent the organization externally in a professional manner.
* Highly organised with meticulous attention to detail
* High level of motivation, with ability to remain focused with limited supervision
* Proactive and able to take initiative to organize workplan and organize projects with limited guidance
* Experience in Vietnam or Southeast Asia would be an advantage.

To apply for this opportunity please email your cover letter and CV in English to

**VNM. Jobs@care****int.org** **before 15 December 2014**, quoting ‘Communication Advisor’ as the subject of the email. Only successful candidates will be contacted for interview.