



## Center for Sustainable Rural Development

No. 56, Lane 19/9, Kim Dong Str, Hoang Mai, Hanoi, Vietnam

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### **JOB OPPORTUNITY**

### **COMMUNICATIONS MANAGER**

Sustainable Rural Development (SRD) is a national NGO which inherits CIDSE's 28 years of experiences in working in the field of poverty alleviation in Vietnam. We empower disadvantaged communities in rural and mountainous areas to manage sustainably their own livelihood systems, regardless of ethnic groups, gender or religious belief. SRD currently focuses on Sustainable Agriculture, Rural Livelihoods, Climate Change, Local Governance and Pro-Poor Policy Advocacy.

We are currently looking for a qualified candidate to fill the position of **Communications Manager**, based in Hanoi with frequent travels to the project sites. SRD offers good opportunities for working, learning and sharing within the dynamic team of SRD.

This position will be working under the supervision and reporting to Executive Director.

#### **Overall Responsibilities:**

- Develop and lead the implementation of organizational communication strategic actions for SRD
- Supervise communication processes across the organization, ensuring that messages are consistent and appropriate for the target audience
- Advise on communication practices, appropriate media and producing concise and comprehensible communications
- Advise project managers on suitable communication programs to support projects and manage the agreed communication process.
- Manage/ Monitor/ supervise staff of Communications department to ensures communications work implemented smoothly.

#### ***Ensuring effective internal and external communications***

- Take lead and be responsible for coordinating/implementing all internal and external communication, including media and events, donor correspondence.

- Take lead and produce and manage high-quality communication materials both in English and Vietnamese (leaflets, fact sheet, annual report, etc.) to distribute to external audiences.

- Take lead and coordinate the production process of annual reports, from project information collection to writing case studies and liaison with Graphic Designers/printing house.

- Take lead and coordinate the development and circulate SRD e-newsletter on bi-annual basis.

- Provide feedback and comments to project officers on the development of communication products at project level.
- Write case studies, press releases and involve in other general external communications.
- Initiate activities toward setting-up Communication Network among NGOs.
- Respond to external inquiries for general information about SRD's activities.
- Take lead and coordinate the maintenance and update of SRD websites and other social media.
- Undertake annual communication assessments and update communication strategies as needed.
- Develop close relationship and maintain the regular engagement with shared interest media agencies such TV news, Radios, newspapers, etc.

**Qualification and competencies required:**

- Master Degree on Communications, Journalism or equivalent field;
- At least three years working experience at senior /manager position in communications or journalism field;
- Skills on a wide range of communications tools including digital, media and marketing skills
- Experience in writing press-releases and case studies; article, report; event management/coordination
- Experience in managing and supervising staff.
- Exceptional English and Vietnamese communication skills, both written and verbal. In particular strong copy-writing skills for newsletters, brochures and websites;
- Out-going and pro-active personality;
- High attention to details;
- Creativity and logical thinking;
- Willing to travel to project sites of SRD as required;
- Able to work under pressure;
- Proficiency in Microsoft Word, Excel, PowerPoint, Internet Explorer; Graphic design software;
- Previous working experience in non-government organization (NGO);
- Experience liaising with media;
- Understanding of design and print processes, including experience briefing graphic designers;

**Remuneration:**

Net income would be from **US\$1500/month** depending on qualifications and competitiveness.

**Submission of Application:**

Qualified candidates may submit their application, including a Cover Letter (in English) stating why you are suitable for this position together with CV, copies (notarization not required) of relevant degree and past written communication materials in Vietnamese or English by **30 January, 2015** to:

Centre for Sustainable Rural Development – SRD

No.56, Lane 19/9, Kim Dong Str., Hoang Mai, Hanoi, Vietnam

Or:

Email to SRD’s Human Resources Division via [recruitment@srd.org.vn](mailto:recruitment@srd.org.vn).

Only those candidates that are short-listed for interview will be notified. Applications will not be returned.

For more information, please visit SRD’s website at [www.srd.org.vn](http://www.srd.org.vn)

*Following its Child Protection Policy, SRD reserves the right to conduct screening procedures with all applicants before recruitment in order to ensure the best interests of children and to protect the rights of every stakeholder, including representatives and consultants working under contract with SRD.*