

## **Job Announcement**

### **Assistant Program Officer (APO) - Communication**

#### **Viet Nam Country Program Office**

**Application deadline: 1st June 2015**

RECOFTC – The Center for People and Forests holds a unique and important place in the world of forestry. It is the only international not-for-profit organization that specializes in developing capacity for community forestry and devolved forest management. With over 25 years of international experience and a dynamic approach to capacity development - involving research and analysis, demonstration sites, and training products and services - RECOFTC delivers innovative solutions for people and forests.

In recent years, the organization has established Country Programs in Cambodia, Indonesia, Lao PDR, Myanmar, Nepal, Thailand and Viet Nam, with its headquarters in Thailand. The Center's work focuses on the four thematic areas of: securing community forestry; enhancing livelihoods and markets; people, forests and climate change; and transforming forest conflict; for developing capacities for community forestry at all levels.

#### **RECOFTC in Viet Nam**

RECOFTC has been working in Viet Nam for more than 10 years, playing a major role in developing in-country capacity for community forestry. RECOFTC training curricula are used in the country's forestry universities, and the Center has directly trained hundreds of the country's forestry professionals. RECOFTC has carried out numerous studies and independent evaluations of Viet Nam's forestry policies and programs, including a review of its Community Forest Management pilot program and a national capacity building needs assessment. RECOFTC's Country Program in Viet Nam is working to help ensure continuing community forestry efforts work for both its people and its forests.

In the strategic plan of 2013-2018, RECOFTC plans to advance its involvement in Viet Nam through development of the capacity of a team of trainers as well as that of CF practitioners, and demonstrate at the field level how CF works in practice.

RECOFTC is seeking to recruit an Assistant Program Officer (APO) - Communication, for the Viet Nam Country Program Office. The successful applicant will be based in Hanoi, Viet Nam. The contract duration is two years with a possibility of extension.

#### **POSITION SUMMARY**

The Assistant Program Officer (APO) - Communication will report to the Viet Nam Country Program (VCP) Coordinator as the immediate supervisor, within RECOFTC's Program Coordination and Operation (PROCO) unit, but will work very closely with the Strategic Communication (StratCom) unit based in Bangkok, Thailand. As such the APO - Communications will also coordinate work with the StratCom Manager and will help facilitate and support RECOFTC's overall communication activities in the areas of public awareness, media, events, exhibitions, publications, documentation of project work, photography, and web presence in Viet Nam. S/he will work closely with other RECOFTC units as required.

## **RESPONSIBILITIES AND DUTIES**

Working under the supervision of the Viet Nam Country Program Coordinator with overall guidance of the Strategic Communication (StratCom) Manager, the general duties of the APO - Communications will be as follows:

### ***Program development:***

- With support from the heads of VCP, PROCO and StratCom, finalize and update communication strategic plan for the Viet Nam Country Program Office;
- With support from the heads of VCP, PROCO and StratCom, develop partnership strategic plan for the Viet Nam Country Program Office;
- With support from the heads of VCP, PROCO and StratCom, develop and implement communication annual workplan
- Contribute to the development and update of RECOFTC's strategic plan for Viet Nam;
- Periodically update the profiles of key partners in-country;
- In collaboration with both RECOFTC headquarters and VCP staff, contribute to the development of project concepts and proposals in Viet Nam;
- Create a contacts database for the VCP to help improve outreach with media, civil society, academia, and government partners.
- Maintain stakeholder relations through appropriate communications products: distributing publications, setting up meetings, briefing materials on program developments etc.

### ***Program and service delivery***

- Provide outreach and communications support for major stakeholder events, under the immediate supervision of the Viet Nam Country Program Coordinator;
- Take initiative to present RECOFTC and VCP creatively to the target audience in events through exhibitions and other visual presentations;
- Coordinate communications materials and the program for VCP events with StratCom;
- Oversee the translation of English knowledge products into Vietnamese, check quality of translation and manage the printing process as necessary for Vietnamese briefs and reports in country. Translate English press releases into Vietnamese as required,
- Participate in planning and implementation of the regional and national Forum on People and Forests
- Prepare invitations, invitee lists, venues, and engage with key partners, including media, to ensure their participation in VCP events;
- Set up and facilitate the operation of the VCP resource center;
- Support program teams in writing /editing, documenting case studies and lessons learned, and supervising the production of communication tools and products;
- Research and visit field projects, taking photos and capturing 'Stories of Change' to support RECOFTC's program evaluation, write the stories and share lessons learned with partners, and support reporting to the Board of Trustees and donors.

- Develop content for the RECOFTC website and blog in Vietnamese language and contribute to the contents of RECOFTC website and blog in English language.
- Support online social media and outreach initiatives to promote RECOFTC training program and other activities. This includes sourcing interesting features for our Facebook and Twitter pages in English with the eventual goal of creating Vietnamese accounts
- Serve as the VCP's media liaison, including leading the preparation of news items and articles based on RECOFTC's work to share with the media
- Finalize and produce a country office brochure in English/Vietnamese
- Produce and manage communications materials for conferences and meetings.
- Provide support to RECOFTC's ongoing projects as and when required.
- Support relevant networks with updated news and related on-going projects nation-wide
- Collect and summarize weekly/monthly news in related field (forestry, environment, natural governance...)

#### ***Reporting and monitoring***

- Help with the preparation of regular reports for the Viet Nam Program and specific projects.

#### ***General***

- Network with other NGOs and projects
- Perform other tasks as are assigned from time to time by the Country Program Coordinator.

### **QUALIFICATION AND EXPERIENCE**

The APO - Communications will have the following minimum qualifications and experience:

#### ***Essential:***

- A Bachelor's degree in communication, journalism, linguistics/ foreign languages or related field, with minimum of three years work experience in communication, preferably with an INGO, media or public relations organization
- Expertise or proven interest in Asia-Pacific environmental and/or social development issues
- Excellent communication skills in both written and spoken forms in English and Vietnamese
- Fully conversant with use of new technology for communications and outreach, including the web and multimedia tools
- Excellent interpersonal skills and ability to interact with people at all levels in a multi-cultural and multi-disciplinary environment
- Value the sharing of information and continuous improvement in a co-operative atmosphere of constructive evaluation and learning
- Organized, efficient and able to meet deadlines and manage events
- Vietnamese nationality only

#### ***Desirable:***

- International professional experience of working in communications and/or natural resource management with a non-profit agency; and

- Photography, video and design/layout skills and experience
- Broad contacts with the media, particularly in Viet Nam

**General:**

In addition to job specific skills and experience, all RECOFTC staff should possess the following characteristics (including attitudes and skills):

- Ability to work as an active member of teams. This implies flexibility and open-mindedness;
- Initiative and ability to make informed independent judgments, that are not inconsistent with an overall team approach; and
- Ability to work in a varied cultural and institutional context.

Interested candidates are requested to submit CV and a cover letter indicating why they are suitable for this position along with salary requirements and current contact details of three referees, including recent supervisors to [vietnam@recoftc.org](mailto:vietnam@recoftc.org). Please quote the position title in the subject line of the email. Only short-listed candidates will be notified. RECOFTC has a competitive compensation package. However, offers shall be based on salary history, relevant experience and qualifications of the selected candidate.

To learn more about RECOFTC, please visit our website [www.recoftc.org](http://www.recoftc.org)

**Women are strongly encouraged to apply. RECOFTC is an equal opportunity employer and the successful candidate will be selected based on merit.**

\*RECOFTC reserves the right to offer the position at a lower grade.