

Communication Assistant

The Institute for Studies of Society, Economy and Environment (iSEE) is an independent organization working towards a just, civilized and tolerant society. iSEE now has a vacancy for a Communication Assistant, who is qualified and committed to iSEE's vision and mission. Training and capacity building will be provided and there is also a chance of promotion after a six – month - contract.

Being a part of iSEE means joining hands for the positive changes of minority groups and a better society. You will also be a part of an active, diverse in majority, gender, ethnics, sexual orientation and gender identity group.

Main tasks:

- Assist in communication projects (planning, implementing, reporting) according to the order of Director of Communication;
- Work with the Media; create and maintain the partnership with domestic and foreign media agents;
- Take charge with iSEE's online media channel (website, Facebook)
- Explore creative methods to communicate iSEE's information and data
- Co-operate with other teams in iSEE to communicate and advocate, according to iSEE's strategy.
- Requirements and Expectation:
- Communicate fluently in both Vietnamese and English;
- Have the capacity of writing and editing communication documents (in both Vietnamese and English), such as media announcement, website, Facebook fanpage and other production;
- Have experiences in working with the mass media;
- Be skillful in online communication/ social media;
- Having skills of designing, creative media producing (video clip, modern art,..) is an advantage;
- Be interested in Social Equality and Human Right;
- Embrace diversity;

Benefit:

- Competitive salary with six – month – contract;
- Chance of being promoted to Communicating Officer;
- Two-month probation will full benefit according to iSEE's policy;

Candidates must send their application (including: 01 motivation letter and 01 curriculum vitae) to Ms. Tong Dieu Quynh via email dangky@isee.org.vn or via mail at address: Institute for Studies of Society, Economy and Environment, Room 203, Lakeview Building, D10 Giang Vo, Ba Dinh district, Hanoi no later than 17:00 4th November 2015.

Selected candidates will be contacted for writing and interview rounds in 6 November 2015. Interviews will be on 9th and 10th November 2015.

iSEE is an equal employer.