

Communication Officer

Research Center for Management and Sustainable Development (MSD) is a Vietnamese non-government organization under Vietnam Union of Science and Technology Association, according to the decision number: 216/Q?-LHH on March 05, 2008.

Vision

Our vision is a world of justice and equality, where civil society plays as an effective independent actor/partner with their own rights and the rights of marginalized and vulnerable communities are respected.

Mission

As a Vietnamese non-governmental organization, MSD is taking efforts to enable environment for the development of civil society sector and to promote the rights of marginalized groups, especially children, youth, women and people with disabilities.

Slogan: We create values and achieve local impact in a niche market. We work effectively and efficiently through mutual learning, inspiring and innovative intervention.

Core values and principles

MSD is working based on shared values that we believe that not only our staff but also other partners are aiming at. They are:

- Equitable partnerships
- Networking and solidarity
- Inclusion and People empowerment
- Good governance
- Innovative intervention

Objectives

- Empower - to build capacity for CSOs towards development effectiveness
 - Partner – to network CSOs together and with other development actors for robust and effective partnership
 - Enable - to promote enabling environment for civil society to do its work, and to enhance its self-development
 - Intervene - to promote the rights of marginalised groups, especially children, youth, women and people with disabilities
- Expected results:
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MSD focuses its efforts and resources in two main areas of results as the followings:

- Program 1: CSO ENABLING: Targets local CSOs
 - CSOE – CSO Empowerment towards Development Effectiveness
 - CSOA – CSO Advocacy for Enabling environment
 - CSOP – CSO Partnerships for Development
- Program 2: VIETFAMILY: targets children, youth, women and people with disability
 - Inclusive intervention for street and migrant groups
 - Violence against children and Drug & Sexual abuse prevention
 - Family counselling and coaching services
 - Social justice and access to education for people with disabilities

JOB DESCRIPTION:

- Position: Communication Officer
- Workplace: Hanoi and domestic and international travel
- Report to: Executive director
- Supervisors: Communication fellows and volunteers
- Working relationship

- Internal:
 - Management board
 - Program managers
 - HR, Administration department
 - IT manager
 - Fellows and volunteers
- External:
 - Donors, partners, consultants
 - Media and press agencies
 - Event organizers
 - Designing companies
 - IT companies
 - Clients

Job Summary

The Communications Officer (CO) will, with assistance of the team, support CEO to coordinate the overall communication and network development strategies to (i) promote the MSD's image and values to the multi-stakeholders through awareness raising, public relations and campaigning; (ii) communicate MSD's programs to target audience; (iii) manage communication database and resources

Main duties and responsibilities:

1. Promote MSD's image and values to the multi-stakeholders:

- Develop and deliver MSD's communication strategy and work plan;
- Develop and management relationships with media and build relationship with strategic communication partners/ collaborators;
- Develop and manage communication channels (websites, social media, newsletters, communication materials package, publications, events, etc.);
- Develop indicators for effective communication and quarterly report on the communication effectiveness;
- Develop branding's initiatives to enhance MSD's visibility and position in CSO sector in national and international level.

2. Communicate MSD's programs to target audience:

- Develop and deliver programs' communication strategies and workplan in consistence with the organization's strategy;
- Conduct innovative campaigns and organize events to promote public and multi-stakeholders' understanding about the intervention programs;
- Develop and manage the communication database and library for the programs;

3. Manage organization's database and resources for communication purposes:

- Manage the customer database software of MSD
- Support the process of developing information database and resources for MSD and its programs;
- Promote and manage communication processes

4. Other activities:

- Coordinate communication fellows and volunteers
- Provide interpretation and translation when necessary

Requirements:

- BA degree is required with background relating to management, communication or social works; master degree is a plus;
- Experience in communication is needed; experience in NGO communication is preferred;
- Strategic thinking and analysis;
- Good written and verbal communication and presentation skills in both Vietnamese and English;

- Work independent and professionally; good team work;
- High commitment with works.

Selection process

20.4.2016: Job Announcement – Questions send to contact@msdvietnam.org

8.5.2016: Deadline of application – only receive online application to contac@msdvietnam.org

12-13.5.2016: Test and interview selection

From 16.5.2016: Contract negotiation and sign

Interested candidates can send questions or application (CV and resume letter) to email address: contact@msdvietnam.org with subject: CO Application_Name of the Applicant before 17.00 May 8 th 2016. Only short-listed candidate will be contacted.