

## Communications Officer

**JOB OPPORTUNITY:** Communications Officer at Save Vietnam's Wildlife

**Position title:** Communications Officer

**Main duty station:** Cuc Phuong, Ninh Binh (100km away from Ha Noi)

### Introduction to Save Vietnam's Wildlife

[Save Vietnam's Wildlife](#) is looking for someone to fill the position of Communications Officer. This is an exciting opportunity to work at the frontline of conservation with a young and dynamic team for a motivated person who is excited by the idea of spreading the word about Vietnamese conservation and who is keen to work in digital media and marketing.

Save Vietnam's Wildlife (SVW) is a national Non-Profit Organisation in Vietnam that was established under the Vietnam Union of Science and Technology Associations with a registration license from Ministry of Science and Technology.

### Mission statement

Save Vietnam's Wildlife ensures a secured future for threatened wildlife in Vietnam.

### Aims

- Delivering effective education programs to empower people to take informed action.
- Working with Government to effect positive, long-lasting change for wildlife.
- Rescuing, rehabilitating, and releasing confiscated threatened wildlife, and contributing to conservation-breeding programs for globally-threatened species, in support of wild populations.
- Increasing understanding of conservation requirements of threatened wildlife through rigorous scientific research.
- Demonstrating and promoting good animal welfare to organisations throughout Vietnam.

**Duration:** Permanent position: candidate should be willing to commit to staying with SVW for a minimum 4 years.

**Expected starting date:** As soon as possible.

**Salary:** To be discussed.

**Work place:** Save Vietnam's Wildlife, Cuc Phuong National Park, Nho Quan, Ninh Binh.

### Responsibilities of Communication Officer

- Ensure effective communication for Save Vietnam's Wildlife
- Develop and maintain SVW's media network; prepare media packages and write press releases on Save Vietnam's Wildlife work.



- Develop audio/visual and text content for organisation.
- Maintain SVW's image/video database and website.
- Coordinate with other staff in the preparation of content for communications materials (articles, stories, reports, newsletters and other publications).
- With the Communications' Advisor develop and deliver marketing materials for SVW.
- With the Communications' Advisor be responsible for developing an integrated fundraising strategy aligned with SVW communications channels.
- Update Save Vietnam's Wildlife activity on social media networks (Facebook, Twitter)
- Manage translation system for news, articles and the document of the centre

### Position Criteria

- Must be Vietnamese
- Bachelor degree in communications, public relations, marketing or related field with a love of Wildlife OR a degree in Ecology, Environment, Natural Resources Management with an interest in moving into Communications.
- Fluency in both English and Vietnamese.
- Experience in working with either marketing, media or public relations campaigns
- A strong sense of design with experience in at least three of the following related fields, graphic design, photography, videography, social media, web development.
- Good organizational and reporting skills.
- Ability to cope with pressure/meet deadlines.
- Willingness to undertake frequent travel.
- Willingness to learn media analysis techniques and adapt to new media technologies.
- Willingness to develop skills appropriate for local and international audiences.

### Opportunities

- Working in a NGO and English speaking environment
- Working directly with International consultants
- Opportunities for advancement in a dynamic growing organisation
- Working office based in a beautiful Cuc Phuong national park and potential opportunity to change office in Hanoi after 2-3 years

### How to apply

Interested candidates should send their recent CV and a cover letter addressing position criteria (written in English and Vietnamese) to [info@savevietnamswildlife.org](mailto:info@savevietnamswildlife.org) or



[kimanh@savevietnamswildlife.org](mailto:kimanh@savevietnamswildlife.org) by 23 May 2016. Acknowledgements will be sent to short-listed applicants only.

**Phone contact:** 0303 848 053

**Application Deadline**

Monday, 23 May 2016

