

Web Content/Communication Officer

Web Content/Communication Officer, based in Hanoi

HELVETAS, an International Non-Government Organization, supports the efforts of disadvantaged people and communities to determine the course of their own lives, thereby helping them to help themselves.

HELVETAS promotes fair access to essential resources and protect social, economic, political, environmental and cultural rights.

In Vietnam, HELVETAS is looking for A web content/Communication Officer is responsible for the information that appears on a project/organization website. The Officer works closely with project teams, partners and designers to coordinate the site content and make sure it caters to the needs of the target audience. The Officer will base in Hanoi with occasional travels to provinces.

DUTIES & RESPONSIBILITIES

Since the websites are working platforms connecting to a number of Web-based Databases, specific duties of the officer are expected to be:

- taking a lead role in maintenance and development of the website;
- meeting with project teams, partners and design teams to plan and coordinate the development of sites' content, style and appearance;
- research and produce material: text, images and multimedia – for publication on the website (content production and writing); assistance to the projects' managers in documentation of valuable lessons for knowledge management;
- using web content management systems to analyze website usage statistics
- writing reports for managers, clients and partnership organizations;
- setting permissions for site users;
- promoting information about the website to target customers and partners; facilitating the discussion on the use of the platforms using other supporting means if needed, e.g. social media;
- training and advising to partners on the technical matters
- marketing and presenting web/digital strategies to diverse audiences, manage multiple projects and maintain schedules and budgets;
- carrying out quality assurance checks on content;

- reporting technical problems to IT support staff;
- dealing with legal issues, such as copyright and data protection.

Required qualifications

- 5+ years, plus 2 years management experience of Web team/projects
- BA or MFA Digital Media, Interaction Design, or related degree.
- Excellent writing skills, well organized and can motivate a team
- Creative ideas and the ability to work to deadlines.
- Patience and attention to detail
- Excellent IT and English skills, Knowledge of Database Management Web Application would be a favorable point
- Good analytical and communication skills
- Marketing skill is preference.

Interested candidates should send applications (CV plus motivation letters and copies of diplomas) to Ms.

Trieu Tu Anh, email: trieu.tuanh@helvetas.org or post to HELVETAS Vietnam 298F Kim Ma Street, Hanoi by 20th, October 2016. Please put email title as "Website Officer". Only short listed candidates will be contacted.

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