

# Communications Officer

The Embassy of the Kingdom of the Netherlands in Hanoi is seeking a qualified candidate for a part-time position of Communications Officer at the Economic Section. 20 hours/week.

## Overall responsibility

The Communications Officer is primarily responsible to improve the communications around the bilateral economic relations between Vietnam and the Netherlands. To contribute to increased visibility of the Netherlands and the Dutch economic priority sectors in Vietnam. He/she is accountable to the Head of Economic Affairs.

## Profile

The Communications Officer Economic Section is a professional pro-active team player, who is result oriented and is not afraid of taking responsibility. When needed, he or she is capable of performing the job in autonomous manner. The Communications Officer sets priorities and follows up on these in close collaboration with the economic team. He/she can easily switch between different subjects and activities, is aware of integrity, formal rules and handling information, and has a strong communicative nature.

## Specific duties and responsibilities

- The Communications Officer is responsible for maintaining and developing a good network of Vietnamese press contacts, in the field of economics;
- Responsible for organizing and executing a diverse range of events and activities;
- The officer is responsible for updating the embassy webpage with relevant information;
- The Communications Officer is responsible for coordinating the Economic & Trade Section's visibility on social media – in close cooperation with the Press Officers of the embassy as a whole;
- Promotion activities: the Economic and Commercial Officer initiates Holland Promotion activities using BPA and Holland Branding budgets (i.e. printing promotional publications, organising Holland booth in trade fair/exhibition/road show).

## Qualifications and requirements

- 2-5 years' relevant experience required
- Proven organisational and communication skills

- Experience with social media and press , experience with creative media is an advantage
- Proven experience with economics
- Academic study in economics and/or communication
- Excellent command of Vietnamese and English – both spoken and written
- Excellent writing skills
- proven networking skills.

Application procedure: candidates must submit an updated Curriculum Vitae and a cover letter with their motivation by e-mail. E-mails should be sent to [HAN-AZ@minbuza.nl](mailto:HAN-AZ@minbuza.nl) with subject "application for position Communications Officer Economic Affairs Section" not later than 21 November 2016.