

Communication Senior Specialist

International Rice Research Institute - Vietnam Office: Recruiting a Communication Senior Specialist in Hanoi, Vietnam

The International Rice Research Institute (IRRI), is a nonprofit independent research and training organization. IRRI is a member of the Consultative Group on International Agricultural Research (CGIAR). The Research Program on Climate Change, Agriculture and Food Security – Southeast Asia (CCAFS-SEA) is hosted by IRRI and is implemented in Vietnam, Laos, Cambodia, Myanmar and Philippines. The CGIAR Research Program on Climate Change, Agriculture and Food Security (CCAFS) seeks to overcome the threats to agriculture and food security in a changing climate, exploring new ways of helping vulnerable rural communities adjust to global changes in climate.

Position: Communication Senior Specialist

The position, under the supervision of the CCAFS Regional Program Leader will help develop a communication plan for implementation; manage and maintain web-based content for external and/internal audiences; write and/or edit articles, project documents, reports and other publications related to programs/projects; develop and/or produce and/or distribute communication products; and establish and maintain relationships with partners and/or stakeholders within or outside IRRI/CCAFS.

Task 1: Technically support the development of the communication program/ project's plans/ strategy for implementation for the (specify unit/ project/ program here) (25%)

- Develop and implement a communication plan/strategy;
- Conduct communication research in support of communication plan, as needed.

Task 2: Write/edit articles or documents for information dissemination, marketing, or documentation (on: specify here) (25%)

- Write/edit news, feature stories, or scripts on IRRI/CCAFS's research, technologies, people, or events
- Write/edit documentation, updates, or reports of activities
- Manage or contribute to the writing/editing/the preparation of (specify here;

- Project documents, international refereed journals articles, reports, press releases, posters, proposals and concepts notes, audit reports, and other publications)

Task 3: Establish and maintain relationships with, and/or conduct capacity-building activities for partners/stakeholders (within and outside IRRI/CCAFS) through, e.g., training/workshops/meetings/field activities (10%)

- Maintain communication with project partners and stakeholders within and outside IRRI/CCAFS community
- Train and/or assist communication partners within or outside IRRI in planning and implementing their respective communication activities

Task 4: Develop/produce/distribute print-or web-based communication products or (specify here for which unit/project/program) (30%)

- Produce posters/brochures/videos/exhibit materials and other types of information to support communication goals of IRRI/CCAFS and its specific projects
- Develop/Design information for various products (e.g. web, reports, etc.)

Task 5: Support the management and maintenance of web-based content (internal/external) (5%)

- Ensure correct grammar and adherence to IRRI/CCAFS publication and style guidelines

Task 6: Perform any other duties as assigned by supervisor from time to time (5%)

Qualifications Requirements:

- Bachelor/Master's degree in communication, journalism, language or related field with minimum 6 years of relevant work experience
- Demonstrated minimum 6 years of experience and skills in building and maintaining relationships with partners including government agencies

- Demonstrated minimum 6 years of experience in packaging and disseminating communication materials through several channels
- Excellent English skill, both written and oral
- Excellent interpersonal skills and an ability to work flexibly in multicultural, multidisciplinary teams
- Willingness to travel nationally and regionally
- Good computer skills including use of standard office applications
- Excellent organizational skills and time management skills.
- Demonstrates sound judgement and able to identify risks.
- Strong experience in developing training materials and conducting training is an advantage

*** Terms of appointment:**

- This is a Nationally Professional Fixed Term position, based in Hanoi, open to both Vietnamese and non-Vietnamese national, with a competitive salary and benefits package.
- The contract is for a period of 3 (Three) years, with high possibility of renewal, subject to 3 (three) months probation period, assessment of performance and availability of resources.
- The selected applicant will assume the position expected in May/June 2017

How to apply

- Applications for the position must be in English and include:
- A cover letter illustrating your suitability for the position against the listed requirements
- A detailed curriculum vitae with publication records.
- The names and addresses of three referees, including telephone, and email address.

All correspondences should be addressed via Email: d.dinh@irri.org, with subject line “CCAFS Communication Senior Specialist”, no later than 5p.m, 15 APRIL 2017.

Only short-listed applicants meeting the requirements stated above will be contacted.