

JOB ADVERT

Position: Communications Manager

Reports to: Country Director

Location: Ha Noi

Team/Division: Communication

Position Type: Full-time

Expected travel: up to 20%

Organization Background:

The Wildlife Conservation Society (WCS) is a US non-profit, tax-exempt, private organization established in 1895 that saves wildlife and wild places by understanding critical issues, crafting science-based solutions, and taking conservation actions that benefit nature and humanity. In Viet Nam, WCS has been working to strengthen the commitment and capacity of the Vietnamese government to combat wildlife trafficking since 2006 and have established a well-respected presence in the country, providing support to a range of government agencies. We have generated a wide range of reliable data on a number of related issues and trained nearly 1,200 law enforcement officers from a range of agencies in investigation and enforcement techniques, and distributed a number of technical handbooks and guides. We have assisted central agencies to review and propose criminal intelligence analysis systems, inter-agency agreements and cooperation, national legislation, and have supported bi-lateral dialogues to suppress the wildlife trade and strengthen Viet Nam's enforcement response. WCS's wildlife health expertise has been leveraged in Viet Nam to address core conservation issues, like wildlife trade, through collaborative research, training, and policy development.

Job Summary:

The Communications Manager, together with his/her team member(s), will support the WCS Viet Nam Country Director by leading the development and execution of the strategic communications for WCS itself, key partners and audiences, building relationships with stakeholders and ensuring coherence of communications in support of our law enforcement assistance and conservation objectives. At the same time, the Communications Manager will establish and maintain internal communications systems and guidelines to be consistent with WCS Asia Country Programs and WCS Global Conservation Program in New York.

Authority

- Be a member of WCS Viet Nam's Senior Management Team
- Has full authority within approved projects and budgets
- Serve as the spokesperson to the media and the general public unless advised differently from the Country Director

Responsibilities:**A. External communications**

1. Leads networking opportunities and strengthen partnership with Government partners and international community towards combating illegal wildlife trade;
2. Monitors relationships with local, national and international media and journalists to ensure quality coverage of key WCS's stakeholder activities and program outcomes;
3. Ensures technical quality for production and dissemination of creative campaigns and communication materials;
4. Oversees the development of press release, statements and articles, arranging interviews, and compiling press kits;
5. Manages the development of communication materials such as news releases, op-eds, infographics, policy briefs and other products, and ensure that they are in line with WCS's positions on counter wildlife trafficking CWT and contribute to WCS's influencing strategy;
6. Participates in and represents WCS to stakeholders, interested parties, the public; external workshops and meetings.

B. Internal communications

7. Oversees online media mining, ensures the updates of wildlife trafficking news-scan data, WCS Viet Nam Facebook page, WCS Viet Nam website and Youtube channel;
8. Leads the development and implementation of WCS Viet Nam knowledge management plan (electronic or hard publication)
9. Ensures that WCS VN staff are aware of changes in communications for grants/projects and the organization.
10. Leads the development and implementation of WCS Viet Nam Program's communication strategy
11. Ensures the quality of communications through advice and feedback to program teams on communication compliance.
12. Develops guidelines and monitors the adherence to WCS branding, including style guides, code of conduct, key messages, approach;
13. Develops guidelines and monitors implementation of policy, procedure and methodology of working with mass media and public.
14. Oversees the organization of WCS's events including donor visits, study tours, regional meetings, and internal staff events;
15. Conducts technical meetings to share information on executive messages, branding strategies
16. Proof read donor reports and proposals
17. Provides supervision and coaching Communication officers and related staff.

C. Fundraising and Management

18. Provides technical and financial inputs in proposal development;
19. Contributes to the development of WCS Viet Nam policy and strategies;
20. Oversees the design, budget and manages assigned activities that Communications team is in charged;
21. Provides the qualified project/ grant progress reports in timely manner
22. Be responsible for Communications team deliverables;
23. Performs other tasks as assigned by the Line Manager.

Minimum Requirements:

- Bachelor or Master degree in Communications, Journalism, Public Relations or a closely related field;

- Minimum 5 years of communications experience in an NGO/INGO/international organization;
- Experience in communication project management with a proven track record of delivering on objectives;
- Excellent speaking and writing skills
- Proficient at working with others including media
- Experience in developing IEC materials, brochure, leaflet...;
- Excellent English and Vietnamese language skills;
- Proficiency in MS Office including Word, Excel, Power Point, Desktop Publisher and other graphics software;

Preferred Requirements:

- Work experience in the environment and/or development sector
- Proven ability to network and engage a wide range of stakeholders;
- Exposure to working with donors, government and other partners
- Knowledge on illegal trafficking of wildlife or other black market commodities (e.g. humans, narcotics, weapons);

Required Competencies

- Communication
- Time management
- Critical thinking, problem solving and resourcefulness
- Organization and planning
- Leadership and team building
- Accountability
- Result orientation
- Budgeting

Application Process:

Interested candidates, who meet the above qualifications should apply by online via this link <https://goo.gl/forms/kIXvYqGL3jSmbXE2> latest by **17:30 of 17 September, 2018.**

WCS is an equal opportunity employer and the organization complies with all employment and labor laws and regulations that prohibit discrimination in hiring and ensures that candidates from all backgrounds are fairly and consistently considered during the recruitment process. We are dedicated to hiring and supporting a diverse workforce. We are committed to cultivating an inclusive work environment and look for future team members who share that same value.

The organization provides equal employment opportunities for all qualified candidates. The organization does not discriminate for employment based on age, color, disability, gender identify, national origin, race, religion, sexual orientation, veteran status, or any other characteristic protected by laws and regulations.

Please note that only short listed candidates will be contacted for interview.