

JOB DESCRIPTION

(National Communications Officer - NCO)

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| Tentative effective time | : | June 2019 |
| Job Title | : | National Communications Officer (NCO) |
| Location | : | HelpAge International Office in Hanoi, Vietnam (HAIV) Around 40% travel to the field |
| Responsible to | : | Country Director (CD) |
| Relations with others | : | Close working relations with Country Coordinator and all members in the HAIV team, partner organisations, project and local partners |
| Salary scale | : | 650 USD/month (full-time, gross) (Equivalent to 15,051,000 VND per month) |
| Benefit | : | Provident Fund (10% of base salary) and Social & Health Insurances |
| Contract timeframe | : | One year (renewable depending on performance and funding availability) 2-month probation (full salary) |
| Recruitment | : | Local recruitment (only Vietnamese) |

Note: This job description is indicative of areas of work. However, given the nature of our work, some adaptations and flexibility is required. Thus, the job description (JD) will be modified from time to time, in consultation with the staff involved.

Background

HelpAge International in Vietnam (HAIV) supports a large network of partner organisations across the country. Partners across the network are responsible for implementing a wide range of programmes/projects funded by HAIV or HAIV's internal and external donors.

The recruitment of the **NCO** is to support the implementation of a HelpAge project relating to community development and relating to community-based disaster risk reduction (CBDRR) and Climate change adaptation (CCA) field in Vietnam as well.

Job Purpose

The NCO will support and deliver the communications and dissemination workpackage for the project in Vietnam.

To provide support to the Country Director (CD)/Country Coordinator (CC) in areas of communications design and implementation to ensure that the HelpAge International Team in Vietnam functions effectively and efficiently.

Key Responsibilities:

General tasks

- Build engagement and following through HelpAge Vietnam's social media channels
- Provide regular media and social media reports
- Work with Country teams across to implement media engagement strategies and toolkits for campaigns and events
- Ensure web content is up-to-date, carrying out content audits and making any necessary improvements
- Draft press releases in Vietnamese and English, handle media requests, and develop relationships with journalists
- Provide guidance and training to enable colleagues and partners to produce lively and engaging content for the website
- Undertake additional tasks as appropriate.
- Other tasks assigned by CD/CC.

Specific tasks for Inception phase

- Participate in communication group with participation from consortium members, country coordinators
- Produce a communication plan for Vietnam
- Contribute to project and HelpAge websites
- Create and regularly post on social media platforms
- Communications outputs on other relevant global/national campaign days

Specific tasks for Retrospective study phase

- Develop public awareness raising toolkits for use in communities
- Produce social media package to share information on NCDs (e.g. graphics, infographics, etc.)
- Ensure content development for website, news updates, media release, etc.
- Produce project update mailings
- Collect case studies to illustrate interventions in the three countries
- Create posters, banners, infographics for use at workshops/conferences

Specific tasks for Baseline assessment phase

- Stakeholder meeting
- Produce social media packages to share information on recommendations for adjustment of NCD interventions (graphics, infographics, etc.).
- Organise stakeholder workshops and advisory group meetings
- Share project intermediate results and key findings and presentation of research

Specific tasks for Prospective study phase

- Create and regularly post on social media platforms to disseminate information (e.g. Facebook and twitter)
- Produce social media messages and news updates to share progress on NCD (e.g. graphics, infographics, etc.)
- Content development and publications (for website, news updates, media release, etc).
- Organise side events at international fora to share project outcomes.
- Create posters, banners, infographics for use at workshops/conferences.
- Create video/animations to introduce and summarise the findings of the project.
- News update/ mailing at key points in project progress.

Specific tasks for study E phase.

- Draw lessons for policy; final stakeholder meeting
- Present final practice guidelines to strengthen nationally available tools and inform international practice

Person Specification:

Essential

- Excellent skills in writing/editing for the web, digital, social and traditional media channels in Vietnamese and English
- Proven ability to write accessibly for different audiences
- A good understanding of the news media in Vietnam
- At least 2-years experiences of Communications Officer
- Experience of managing websites and producing online multimedia content. Experience of social networking and building online communities
- Excellent analytical skills, and the ability to find creative solutions to problems.
- Project management skills including scheduling, budgeting and remote working in a matrix management structure.
- Able to juggle multiple tasks and work under pressure to meet deadlines.
- Good team working and negotiation skills.
- Knowledge of content management systems and online databases

Desirable

- Experience of community engagement
- Experience in health research
- Experience of training and capacity building in digital and media skills
- Being awareness of age, gender and disability issues. Experience in inclusion of age, gender and disability issues in the communication job.

How to apply:

Please submit your application document consists of:

- A covering letter outlining your suitability for the role that should not be more than 1 page of A4 size
- An updated curriculum vitae (CV), maximum 3 pages of A4 size
- Two referees, including your most recent employer

Please put the covering letter and CV in one file and send by email to recruitment@helpagevn.org and dathq@helpagevn.org by the closing date of 10 June 2019. Please clearly note the NCO position you are applying in your email title.

HelpAge International is an equal opportunities employer.

With a view to minimising our administration costs we are unfortunately only able to contact again those candidates who have been shortlisted for interview.