

The British Government is an inclusive and diversity-friendly employer. We value difference, promote equality and challenge discrimination, enhancing our organisational capability. We welcome and encourage applications from people of all backgrounds. We do not discriminate on the basis of disability, race, colour, ethnicity, gender, religion, sexual orientation, age, veteran status or other category protected by law. We promote family-friendly flexible working opportunities, where operational and security needs allow.

#### Job Category

Foreign and Commonwealth Office (Policy & Political roles)

#### Job Subcategory

Political

#### Job Description (Roles and Responsibilities)

##### Main purpose of job:

The British Embassy in Hanoi is part of a world-wide network of 230 posts representing British interests around the world. The Chevening scheme is the UK Government's international scholarship scheme which enables outstanding emerging leaders from all over the world to pursue one-year master's degrees in the UK to provide the solutions and leadership needed to create a positive change around the world and build lasting positive relationships with the UK.

We are currently looking to recruit a Chevening Officer (maternity cover) at Grade B3. The appointment will be on a 6 – 7 months fixed term contract.

The Chevening Officer will manage the UK network's Chevening scholarship programme, pro-actively engaging with current Chevening scholars in the UK and Chevening alumni to manage the selection process; publicise the Chevening programme, including Chevening Wales, develop and deliver a strategic communications plan to attract high calibre applicants and work with the Embassy, Consulate General and alumni community to develop the relationship between the UK and alumni.

Roles and responsibilities / what will the jobholder be expected to achieve?:

*Lead the promotion of Chevening to attract a large number of excellent scholars from a wide range of fields and geographical areas in Vietnam*

- Working with the UK network's Communications Team to develop and deliver the strategic communications plan for the Chevening programme.
- Leading the promotion and marketing of Chevening scholarships programme in Vietnam, increasing awareness of the programme in Vietnam and attracting a wide range of excellent scholars
- Managing the Chevening Wales campaign, raising the profile of Welsh education in general and the Chevening Wales programme specifically, attracting high calibre scholars to apply for the additional Chevening Wales places and developing and testing new promotional strategies.

*Manage the Chevening selection and interview process*

- Coordinating the Chevening selection and interview process to ensure the highest calibre of scholar
- Assisting with interviews
- Liaising with teams within the Embassy and Consulate General during the selection process

*Engage with Chevening alumni and scholars*

- Supporting Chevening scholars before they travel to the UK
- Engaging with Chevening alumni in Vietnam and deepening the UK network's relationship with them.
- Deepening and broadening scholars experience and contacts base in the UK, liaising with UK, Embassy and Consulate colleagues to broaden their experience and share their "Chevening journeys" to help create a positive impression of the Programme and education in the UK.

*Manage the Chevening partnership in Vietnam*

- Managing current sponsoring partnerships for Chevening programme ensuring sponsors feel that they get value from their participation
- Pro-actively seeking for new partnership to expand the programme
- Working with sponsors to deepen scholars' and alumni's relationships with sponsors both in Vietnam and the UK

*Manage Chevening budget*

- Managing the Chevening budget ensuring values for money of Chevening activities

#### Essential qualifications, skills and experience

- Excellent communication skills (oral and written)
- Proven experience of project and event management
- Able to work to tight deadlines and multi-task effectively
- Good team-working skills and the ability to develop productive relationships with other teams around the network
- Creativity

#### Desirable qualifications, skills and experience

- Relevant tertiary qualification and/or relevant experience
- Familiarity with UK culture and education
- Knowledge of using social media for campaigns

Required competencies: Seeing the Big Picture, Changing and Improving, Making Effective Decisions, Collaborating and Partnering, Delivering at Pace, Demonstrating Resilience

Application deadline: 5 December 2019

Grade: B3 (L)

Type of Position: Fixed Term, Full-time

Working hours per week: 35

Duration of Post: 7 months

Region: Asia Pacific

Country/Territory: Vietnam

Location (City): Hanoi

Type of Post: British Embassy

Number of vacancies: 1

Starting monthly salary (VND): 32,406,000

Start Date: 6 January 2020

#### Other benefits and conditions of employment

This position being advertised is for a maternity cover of seven (7) months.

The British Embassy is committed to being a learning and development organisation and encourages all staff to pursue continued learning and development in the workplace. We offer a supportive and friendly working environment where staff work to the values of: integrity, honesty, objectivity and impartiality. Everyone is encouraged to take responsibility, be innovative and work together.

The British Embassy offers a competitive remuneration package including salary, leave entitlement, flexible working patterns, medical package for staff and dependants, and opportunities for learning and development.

Employment offers are subject to the successful clearance of pre-employment checks.

Staff recruited locally by the British Embassy Hanoi is subject to Terms and Conditions of Service according to local employment law.

#### Additional information

All applications must be received before 23:55 on the day of the deadline indicated above.

Incomplete application forms will not be taken into consideration, so please ensure you provide the information requested. We regret to advise that we will only be contacting short-listed candidates. Applicants called for an interview will be assessed on the core competencies listed above.

The successful candidate should be able to start as soon as possible subject to successful security clearance.

Please be aware that you will only be able to apply to vacancies for Local Staff roles with the British Government through this official tal.net site (operated by Oleeo). Jobs may be advertised on third party websites, however our adverts will always link back to

the official tal.net site. If you complete and send an application through any other site, we will not receive it.