

JOB TITLE: COMMUNICATION OFFICER for YOUTH-LED INNOVATION LAB (FULL-TIME POSITION)

BACKGROUND

UNICEF Vietnam and Saigon Innovation Hub (SIHUB) are establishing a **Youth-led Innovation Lab (YIL)** under the overall framework of the Ho Chi Minh city - Child Friendly City Initiative Cooperation Programme. The YIL is aimed to foster innovation ecosystem development with specific focus on social impact with “By Youth For Youth” motto.

The YIL will function as a youth-led, youth friendly, inclusive and innovative space, manage and facilitate processes and activities that support adolescents and young people (primarily age 14 – 24) to develop 21st century skills, address key concerns and problems affecting their lives and initiate youth-led innovative solutions in response.

OBJECTIVE AND TARGETS

The main focus of Communication Officer is to keep the visibility of the Youth-led innovation lab high, develop good communication strategy and lead communications efforts by engaging relevant communication channels and stakeholders to achieve the lab mission.

DESCRIPTION OF ASSIGNMENT

- Developing communication strategy for the Youth-led Innovation Lab (YIL) in liaison with the YIL Coordinator and UNICEF Communication section.
- Creating and/or keeping up-to-date the communication materials of the YIL and youth-led projects related to the lab such as UPSHIFT Vietnam, Social Innovation Clubs (SIC), Story-telling via Photography for Children course, etc.
- Leading communications activities with support from communication volunteers/interns and external agencies to develop brand identity and design promotional materials for YIL and its components (a maker-space and a media lab) such as: a website, brochures, posters, and other promotional and visibility materials.
- Maintaining relationship with current media partners, project partners, youth organisations and expanding the new ones to promote YIL’s activities and partners’.
- Building the Facebook fan page for YIL and keeping it updated and interactive.
- Assisting in event coordination and community engagement efforts for YIL.

PROFILE/QUALIFICATIONS AND EXPERIENCE

- Educational background in Communications/Media, Journalism, Public Relations, Marketing or other relevant field is desirable.
- You have at least two-year experience in communications/media with proven track records.
- Experience in working with children/youth is desirable.

- You aspire to work in change management, youth empowerment and social innovation field.
- You value collaboration, diversity and integrity.
- You love to work in a dynamic environment with diverse stakeholders including youth, non-profits, businesses, schools, etc.
- You are fluent in written and spoken English and Vietnamese.
- You have the ability to work as part of a team and independently.
- You have high level of motivation, ability to show initiatives, creativity.
- You have good interpersonal and representational skills.

DUTY STATION: At co-working space, Saigon Innovation Hub, 273 Dien Bien Phu Street, District 3, Ho Chi Minh city.

START DATE: As early as possible

DEADLINE TO APPLY: 23:59, 18 November 2019 (The recruitment process may end sooner if we find the suitable candidate to fill this position).

If you find this post describes you, join our team.