

Communication and Events Officer

IECD Vietnam

Ho Chi Minh, Vietnam

CONTEXT

The European Institute of Cooperation and Development (IECD) is a French international solidarity organization that implements 45 development projects in Sub-Saharan Africa, the Indian Ocean, Middle East & North Africa and South East Asia. Since its creation in 1988, IECD has developed recognized expertise in four key areas: Education, Vocational Training and Youth Employability, Support to Small Enterprises and Healthcare.

More information on www.iecd.org

IECD has been acting in Vietnam since 2010, in the fields of entrepreneurship and vocational training. 4 projects are currently implemented in Vietnam:

- The Support to Micro and Small Enterprises project
- The French Bakery School, a bakery vocational training center in Ho Chi Minh City
- The Seeds of Hope electricity and vehicle maintenance training project
- The Association of Southeast Asian Social Enterprises for Training in Hospitality & Catering – ASSET-H&C

More information on www.iecd.org.vn

MISSION

Under the supervision of Country Representative, the Communication and Events Officer will support the NGO's internal and external communication. He/she will mainly focus on following missions:

1. Communication

1.1. Digital communication

- Manage the websites of IECD Vietnam and its projects, publishing news and updating it periodically.
- Plan, create and edit high quality content to maintain an active social media presence across a range of different social media platforms and for digital newsletters
- Plan and coordinate the creation of multi-media communications materials
- Disseminate key publications, including through other organizations

1.2. Printed communication

- Plan, create, edit, and update periodically high-quality material such as brochures, flyers, presentations, banners, publications, etc.
- When necessary, participate in report writing

1.3. Monitoring and strategy

- Tracking, measure, and report on the effectiveness of the communication channels of IECD Vietnam and its projects
- Maintain records of media coverage
- Analyse information collected and contribute to the communication strategy with new ideas, initiatives or areas for improvement
- Seek new opportunities to enhance the visibility of the NGO

1.4. Other tasks

- When necessary coordinate with service providers (photographs, video makers, web designers, printer, graphic designer, translator, etc.)
- Ensure consistency across all projects internal and external communications
- Create and update contact databases
- Coordinate with third parties (partners, ASSET-H&C members, etc.) on communication related matters.

2. Events

- Participate in the planning of events
- Promote the events through a variety of channels
- Assists with logistics and coordinate with service providers (hotels, caterers, printer for backdrops, etc.)
- Represent the network at events if appropriate

EXPECTED PROFILE

Skills and qualities expected:

- Excellent written and oral communication skills in English and Vietnamese, with demonstrated experience in writing for the web and day-to-day running of social media accounts
- Experience in producing digital communications campaigns
- Strong editorial skills, with experience of editing content for digital and non-digital communication
- Experience in organizing events
- Proficiency with Word, Excel, PowerPoint
- Knowledge of graphic and web design would be an asset.
- Autonomy and good organizational skills
- Ability to work under pressure and to maintain deadlines
- Critical thinking skills and ability to exercise good judgement and solve problems quickly and effectively
- Good interpersonal skills
- Ability to work in a multicultural environment

Education: bachelor's degree preferably in Communications, MICE or related field

Experience: A minimum of two years experience in similar role, preferably in NGO context. Experience with social network management

CONDITIONS

Location: Ho Chi Minh City

Salary: according to profile and work experience

Start: as soon as possible

CONTACT

Send your resume & cover letter in English to Ms Thi Thuy Van Hardiville:
ttv.hardiville@iecd.org

Please precise ref: 2020_02_Communication Officer