Trung tâm Sống và Học tập vì Môi trường và Cộng đồng

Số 24, Làng Kiến trúc phong cảnh, ngõ 45A Võng Thị, Tây Hồ , Hà Nội

Phone: +84 (4) 3718 5930/ 37593205

Email: [vietnam@livelearn.org](mailto:vietnam@livelearn.org)

Website: www.livelearn.org



**JOB DESCRIPTION**

**Position title: Project Communications** **Officer**

**Workplace:** Hanoi with travel to related project sites

**Start date:** as soon as possible

**Reports to:** Directly to: Project Coordinator, Director

Indirectly to: related donors

**BACKGROUND:**

Established in Vietnam in January 2009, Live&Learn’s mission is to reduce poverty and foster greater understanding and action towards a sustainable future through education, community mobilization and supportive partnerships. Live&Learn is also a member of Live&Learn Environmental Education ([www.livelearn.org](http://www.livelearn.org/#_blank)), with rich working experience in sustainable community development and education in the Asia-Pacific.

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Since 2009, Live&Learn has been recognized as an innovative and dynamic organization that delivers:

* **Awareness raising and capacity building**: Building necessary knowledge, skills and values for environment sustainability through participatory learning methods and processes (interactive discussion, debates, forums, educational games, action-oriented training courses, etc.).
* **Action:**Facilitating youth-led and community-based actions by fostering ideas and initiatives; providing demonstration projects to showcase good practice and highlighting lessons learnt and providing technical and financial support.
* **Networking and advocacy:** Connecting and engaging different sectors (government authorities, business sector, NGO networks and media) in different development topics. Using innovative tools of information, communication and technologies including social platforms, online and offline forums, to promote good practices to a wider audience and connect different groups.

Live & Learn provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, sexual orientation or any other legally protected status.

**JOB SUMMARY:**

Live & Learn has started the project Clean Air Green Cities under the support of USAID since 2017. In the second phase of the project with the name “Collective Actions for Clean Air” (CAfCA), its activities address air pollution and its negative impact on citizens’ health in Ha Noi and other cities in Vietnam via collective actions by local actors and networks of youth, schools, communities, the private sector and the Government of Vietnam.

The position of **Project Communications Officer** will join Live&Learn’s meaningful work in promoting air quality through education, communication programs and the Citizen Science program. These include education and awareness raising for children and youths, schools, businesses and communities in Hanoi and other cities in Vietnam. Particularly, the job holder will directly support the Citizen Science program that is designed to co-work with technical experts and partners to conduct different activities including environment education program, researches, and professional learning sharings for air quality management and its impact, including health issues from air pollution. Its objective is to increase local actors participating in air quality monitoring through citizen science.

This position will actively develop and implement the CAfCA’s activities, which includes: (1) Implement/cooperate to implement activities in the communications strategy, (2) support the CS program team in communication activities, and (3) support and maintain internal and external communications with project collaborators, implementing agencies, service providers and press agencies.

This position is expected to ensure good collaboration and coordination with project team and other partners while ensuring the integrity and effectiveness of project's contribution to achieve the LiveLearn’s objectives, mission and vision. It is a role requirement that the job holder must fully comply with, promote and live the core values of the organization.

**KEY RESPONSIBILITY & TASKS**

1. ***Manage communications work of the CAfCA project***

* Assist to develop communication strategy, plan and guidelines for the project;
* Coordinate and monitor project partners’ communication implementation in compliance with the project communication strategy, plan and guidelines;
* Collaborate with suppliers and project officers to design and produce Communication materials, publication and merchandises in compliance with the project’s branding and marking guideline;
* Establish and maintain strategic relationship with media networks to ensure CAfCA project’s image, values and profile highlighted with partners and in public;
* Generate press releases and produce media reports;
* Coordinate with related project officers/managers to conduct fundraising activities;
* Develop and manage the project’s communication channels, including but not limited to website, social media and online platforms;
* Develop and monitor indicators for effective communication and monthly progress report and quarterly report on the communication effectiveness;
* Participate in the development and evaluation of feasibility, efficiency and quality of Information Education and Communication (IEC) materials;
* Implement awareness raising campaigns, events, information sharing workshops;
* Manage the development of content, including news, story, photo, knowledge based article/summary for website and social media channels;
* Take lead in dissemination of communication materials to relevant stakeholders.

1. **Other duties and responsibilities:**

Monitoring and teamwork:

* ***Weekly update*** with Project Coordinator and other team members about progress, which outputs/field of tasks that the position and others are working. Ensure weekly meetings with the team members.
* ***Monthly update*** on work plan, results and progress. Based on: projects documents, implementation work plan, monitoring sheets and budget reports (if available).
* ***Event update*** on the progress, results (within 1 week).
* ***Proactively seek for coaching/support*** from manager and specialists.

**REQUIREMENTS**

The individual must conform to the following qualifications:

* At least a Bachelor’s degree in Social Science/Mass communication/Arts or related field;
* At least 3 years of professional work experience in designing and executing communication activities, preferably in development programmes;
* Background or experience in Science Communications is a plus
* Ability to work in a team and sometimes under high pressure with tight deadlines in a dynamic and fast-paced work environment;
* Excellent reading/writing skills in English and Vietnamese;
* Knowledge of and experience with media production, communication, and dissemination techniques and methods. This includes alternative ways to inform and entertain via written, oral, and visual media. Experience with communication/ creative agencies/ vendors will be added advantage.
* Ability to communicate with people outside the organization, representing the organization to partners, the public, government, and other external sources. This information can be exchanged in person, in writing, or by telephone or e-mail;
* Ability to create new ideas, relationships, systems, or products, including creative contributions;
* Proficient in use of computer applications related to the tasks;
* Relevant working experiences (environment, education, children/youth development, etc.);

**PROCEDURE FOR SUBMISSION OF EXPRESSION OF INTEREST**

Interested applicants should submit below mentioned documents:

* An updated CV;
* An application letter and state that why you should suitable for this job;
* Contact information for at least three work related referees;
* Examples of previous work (writing pieces, products of social campaign(s), ..) if available.