

JOB VACANCY

Position:	Communications Officer
Job location:	Hanoi office with travel to the fields
Employment category:	Fulltime
Duration of this Contract:	One (01) year, with potential extension
Gross salary:	USD 700-900, depending on candidate's qualifications and experience

Role Purpose:

The Communications Officer will work closely with the BioTrade Project Manager, and other project teams in providing digital, editorial, creative and operational support across the work. He or she will play a key role in ensuring our communications are influential, informative and engaging for the full range of our stakeholders

Key Responsibilities and Tasks

1. Support for Regional BioTrade project – Phase II (60%)

Under the supervision of the Project Manager, the Communications Officer is expected to perform the following tasks:

- Establish and maintain effective relationships with journalists, and maintain a media database.
- Development/production of communication materials for awareness raisings, resource mobilization activities, and other marketing material that communicates the organization's activities, products and/or services.
- Organize and conduct the communication component of project activities/events including drafting the background notes, speeches, taking photos, making videos preparing talking points, invitations and press-releases...
- Produce quality and appropriate information materials for outreach to different audiences (Monthly newsletter, social media update, identify and write project success stories and project factsheet).
- Design basic communication materials, i.e. leaflets, posters.
- Develop ToRs for consulting service packages related to communication activities, and related paperwork, and monitor the implementation.
- Identify and use of the most effective channels for dissemination of all information products to relevant target audiences ensure the visibility of the CRED work and donor support.
- Conduct other duties as requested by Project Manager.

2. Support for other project (30%)

CRED is implementing other project, including: responsible tourism, economic empowerment for ethnic minority women through a clean bamboo shoot value chain, and improving the livelihoods of ethnic farmers in the North of Vietnam... The communications officer is expected to spend 30% of her/his time to support the communication work of these projects. Her/his specific tasks include:

- Support the project teams in editing articles and news to post on fan-pages;
- Develop the communication materials as requested;
- Support in organizing media trips as requested.

3. Other support for CRED (10%)

The communications officer is expected to provide support to the organization, with the following tasks:

- Update the official website of CRED in collaboration with the project teams (writing news, stories...).
- Develop a number of communication activities and relevant communication materials to increase the visibility of CRED in agricultural sector.

Requirements:

- At least Bachelor's degree in communications, journalism, or related field.
- Minimum of 2-4 years relevant experience in a communications role.
- Knowledge of desktop publishing software (InDesign/Photoshop).
- Proficient in Microsoft Office, content management systems, and social media platforms.
- Good time management and organizational skills.
- Experience of working in international development.
- Excellent verbal and written communication skills in both English and Vietnamese.