

### **JOB DESCRIPTION**

<b>Position Title</b>	<b>: Communication Officer (CO)</b>
<b>Location</b>	<b>: Hanoi with occasional travel to the field</b>
<b>Length of the contract</b>	<b>: 1 year</b>
<b>Reports to</b>	<b>: Managing Director</b>
<b>Salary range</b>	<b>: Negotiated</b>
<b>Working relations</b>	<b>: Board of Directors, Program Department, Finance-Admin</b>
<b>Department</b>	
<b>Supervisees</b>	<b>: Communication Intern(s)/ Assistant(s)</b>

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### **Responsibilities**

Overall CO shall be responsible for promoting the growth of CDI through enhancing the organization's public image and profile and coordinating public awareness activities.

### **Specific Duties and Responsibilities**

- Ensure effective communication for CDI
- Manage and develop CDI's media network; plan and organize events and prepare media packages to share information on CDI work in Vietnam
- Lead the development of CDI's communications materials, from conception to production and dissemination
- Coordinate the production of CDI's publications including design, translation and printing, ensuring quality and adherence to the CDI's publication and contracting process and guidelines
- Coordinate with other staff to collect and prepare inputs for communications materials (articles, stories, reports, newsletters and other publications)
- Advise and provide inputs on communication aspects of CDI's advocacy, campaign and project-level activities, e.g. communication channels, key messages, etc. so as to enhance the impacts of each activity and of CDI work
- Maintain CDI's image/video database, website
- Update CDI activity on social media networks
- Generate press releases on major events and outputs
- Manage translation system for news articles
- Media Liaison
- Attend meetings with and liaise with potential and current partners as required.

Communication Officer will also be required to undertake any other duties as discussed with and assigned by the Managing Director and Director

### **Qualifications and Skills**

- Must be Vietnamese
- Minimum of a Bachelor's (Master's degree is an asset) in Communication or related fields (Marketing, Social Media, Journalism, PR,...)

- At least 3-5 years of relevant professional work experience in communication either in a communication department of a large company or in an PR/Communication agency
- Working experience with NGOs/ development organizations is an advantage
- Highly proficient level of both spoken and written English and Vietnamese
- Excellent command of MS-Office and, in particular, professional communications software
- Professional experience in the use of social media
- Experience in website development and management
- Good skill in graphic designing, movie editing, or filming is an advantage
- Excellent presentation, interpersonal and communications skills
- Ability to work under pressure and meet deadlines
- Result-oriented and time management skills
- Responsible and strong attention to detail
- Willing to learn and adapt to new contexts
- Willing to travel to other provinces/ willing to travel at short notice and stay in the field
- Dynamic and self-motivated character
- Initiative and creative in solving problems
- Ability to work independently and with the team

**Approved and Signed:**

**Agreed and Signed:**

Date:

Date: