



**TERMS OF REFERENCE**

**Communication Officer**

*Application deadline: 16.08.2022 at 17:00 Vietnam time*

<b>Project background</b>	The European Union funded project “Technical Assistance for the ARISE+ Programme in Vietnam”, of which this assignment is a part, aims at providing technical assistance to the Vietnamese Government to maximise Viet Nam’s benefits from preferential trade regimes, with a focus on regional agreements and the EU-Viet Nam Free Trade Agreement (FTA) and the Investment Protection Agreement (IPA).
<b>Key Information</b>	
<b>Job Title</b>	Communication Officer
<b>Location</b>	Hanoi
<b>Reporting to</b>	Team Leader
<b>Nationality</b>	Vietnamese
<b>Indicative Starting date</b>	July 2022
<b>Travel</b>	Domestic travel within Viet Nam may be required.
<b>Indicative Duration of the assignment</b>	Until the end of the project contract (30 Nov 2023)
<b>Type of Contract</b>	fixed term contract until the end of the project upon successful completion of a 2-month probation period;
<b>Objective of the assignment</b>	The Communication Officer will create content, success stories, build audiences and create media pieces that beneficiaries and a wider public feel connected with the EU/ARISE Plus Vietnam’s work. He/she will strive to achieve the objectives of the communication plan as part of the Annual Workplan by working closely with colleagues across the project supporting the communication and visibility of the project and its activities and will be responsible for the development and distribution of communication products.
<b>Indicative Tasks</b>	<p><i>Support for the day-to-day communication and visibility of the project and its activities, including the following:</i></p> <ul style="list-style-type: none"> <li>▪ Developing of communications strategies, events and other initiatives in support of the implementation of the communication and visibility plan of the project;</li> <li>▪ Researching, preparing fact-checking, editing, and producing professional media and communications materials including newsletter, press brochures, information sheets, PPTs, press releases, newspaper and website content, organizing</li> </ul>



	<p>interviews and short videos, social media posts, reports for various audiences and ensuring their timely dissemination.</p> <ul style="list-style-type: none"> <li>▪ Acting as brand guardian for ARISE Plus and making sure communication and messaging is consistent and of high quality</li> <li>▪ Maintaining an up to date database of journalists and media organizations</li> <li>▪ Identify target groups and distribute communication materials;</li> <li>▪ Support the communication and visibility for meetings, workshops and events;</li> <li>▪ Develop visibility materials in line with Client guidelines;</li> <li>▪ Write, edit and proofread content in Vietnamese and English;</li> <li>▪ Translation and interpretation from Vietnamese-English and English-Vietnamese (both oral and written);</li> <li>▪ Allocate time to the project flexibly upon Project Team request and in relation to the needs of the Project;</li> <li>▪ Other tasks as assigned by the project Team Leader.</li> </ul>
<b>JOB REQUIREMENTS</b>	
<b>Education and Training Background:</b>	<ul style="list-style-type: none"> <li>▪ Bachelor’s degree in communications, journalism or other relevant subject;</li> </ul>
<b>Work Experience:</b>	<ul style="list-style-type: none"> <li>▪ At least 5 years of professional experience working as a communications officer; experience working on topics such as international trade or trade policy is a strong asset;</li> <li>▪ Experience in working in an international/multi-cultural environment is a strong asset;</li> <li>▪ Demonstrated experience working with traditional and social media;</li> <li>▪ Knowledge of desktop publishing software (InDesign/Photoshop or related);</li> <li>▪ Excellent oral and writing skills in English and Vietnamese;</li> <li>▪ Advanced level of MS Office (Word, Excel and PowerPoint) and social media platforms;</li> <li>▪ Experience of working with EU-funded projects or with other major international donors-funded projects is a strong asset.</li> </ul>
<b>Languages:</b>	Fluency in Vietnamese and English.
<b>HOW TO APPLY</b>	



If you are interested in this job opportunity, please send the following to the email address [careers@eurochamvn.org](mailto:careers@eurochamvn.org):

- Your CV with a cover letter
- Your references (if any)
- Your Gross salary expectation

All applications must be received by 16.08.2022 at 17:00 Vietnam time.

*NB: Applications will be reviewed on a rolling basis. Due to the high number of expected applications, only shortlisted candidates will be contacted. Employment offers are subject to successful clearance of pre-employment checks.*