

JOB DESCRIPTION	
COMMUNICATIONS & STEWARDSHIP SPECIALIST - CROPLIFE VIETNAM	
Organization Description:	<p>The European Chamber of Commerce in Vietnam (EuroCham) is the voice of the European business community in Vietnam. EuroCham was established in 1998 and is a members-based, independent, not for profit organization of European companies who are investing in Vietnam, for the benefit of all. With more than 1,400 members, EuroCham is one of the biggest foreign Chambers of Commerce in Vietnam. EuroCham represents a plethora of sectors and sizes ranging from SMEs to MNCs with a very strong business network in both Vietnam and Europe. Acting as an intermediary between our members - the business community - and local, national, regional, and European authorities, EuroCham advocates on its members' behalf, to generate improvements in the business environment, raise awareness on key issues and disseminate information on issues relating to doing business in Vietnam.</p> <p>CropLife Vietnam is a sector committee under EuroCham and a member organization of CropLife Asia and, which is a non-profit organization representing the global plant science industry. Our vision is food security enabled by innovative agriculture. In order to ensure that Vietnam's 25 million farmers can realize higher crop yields, contribute to a vibrant agricultural economy, and produce more high-quality food while reducing environmental impact, CropLife Vietnam and our member companies are committed to long-term investments in new technology. We encourage the adoption of plant science innovations, such as crop protection, seeds, and biotechnology solutions.</p>
MAIN DUTIES	
Job Title:	Communications & Stewardship Specialist - CropLife Vietnam
Reporting to:	CropLife Vietnam Coordinator & CropLife Vietnam Board Members
Location:	Hanoi – Vietnam
Type of Contract:	12 months fixed term contract upon successful completion of a 2-month probation period – possible contract extension
Summary:	This role will be a staff of CropLife Vietnam who supports the planning and execution of Stewardship and Communication projects in alignment with CropLife and CropLife Vietnam direction including various administrative tasks. This position will be working closely with internal key roles, respective working committees and reporting to CropLife Vietnam Boards of Directors and Executive Director.

<p>Main Duties & Key Performance Indicators:</p>	<p>Communication and Media Management</p> <ul style="list-style-type: none"> • Work with internal key roles to brainstorm content ideas, develop and implement communication campaigns/ activities that integrate conventional media and social media activities in line with general outreach and communication strategy agreed by Board of Directors and project’s priorities (including CP, SPMF and part of Biotech programs). • Responsible to closely work with CropLife’s assigned PR agency and media vendors to develop content all CropLife Vietnam’s online platforms; write and distribute press releases and newsletters and all communication materials for external stakeholders. • Build and maintain relationships with journalists and key external role-players. • Arrange and coordinate press conferences and media events. • Monitor the quality and budget; evaluate results of communication campaigns with the team. • Provide logistical support and hands-on assistance as required for the effective and timely implementation of CropLife Vietnam projects, mostly on Communications, Media Engagement, Public Outreach Campaign and Stewardship Projects. <p>Stewardship Projects Management</p> <ul style="list-style-type: none"> • Undertake and manage all aspects of CropLife Vietnam stewardship program including CP Responsible Use, Container Management, IPM, ACF and RAC from strategy and workplan development to execution, budgeting & administrative management, tracking and reporting. • Work closely with regional stewardship team and CropLife Vietnam’s Stewardship Working Committee for planning and implementing all the stewardship projects following strategy and workplans approved by Boards and respective committees. • Build and maintain good communication, coordination and relationship with external stakeholders including gov agencies, provincial authorities and value chain partners. • Represent CropLife Vietnam through a presence in local and international stewardship meetings and task forces. • Attend workshops and trainings to gain skills necessary to improve capacity to fulfill the job description and duties and for professional advancement.
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JOB REQUIREMENTS	
Education Background:	A bachelors' degree or higher in a relevant field.
Languages:	Fluent in Vietnamese and working English (verbal and written)
Work Experience & Core Competencies:	<ul style="list-style-type: none"> • More than 5 years of working experiences in Public Affairs, Public Relations, Government Relations, Communications or relevant areas • Understanding of PR and Communications concepts and practices, event management and how traditional and social media works • Excellent written and verbal communication skills with proven experience in content writing for all media platforms • Good at coordination and multi-tasks management • Ability to handle complex issues, grasp complex information and communicate simply • An analytical mind, strategic & critical thinker with meticulous attention to detail, working well under pressure and urgent deadlines
Software and Package Skills:	Computer literacy, including Outlook, Word, Excel, Power Point
What We Offer:	<ul style="list-style-type: none"> ▪ Strong network development in business community in Vietnam with relevant stakeholders ▪ Competitive compensation package ▪ A cross-cultural & multi-disciplinary professional working environment
HOW TO APPLY	
<p>If you are interested in this job opportunity, please send your CV with a cover letter and your references (if any) to careers@eurochamvn.org . All applications must be received by 28 June 2024 at 17:00 Hanoi time.</p> <p><i>NB: Due to the high number of expected applications, only short-listed candidates will be contacted.</i></p>	