CAREER OPPORTUNITY:

Oxfam is a world-wide development organisation that mobilizes the strength and voice of people against poverty, inequality and injustice. Oxfam’s vision is a just world without poverty: a world in which people can influence decisions that affect their lives, enjoy their rights, and assume their responsibilities as full citizens of a world in which all human beings are valued and treated equally. We are a confederation of 18 Oxfam organisations working together in more than 90 countries. Oxfam works with partner organisations and alongside vulnerable women and men to end injustices.

Oxfam in Vietnam is working to seek transformative changes in policies, practices and beliefs in ways that will fundamentally improve the lives of poor and marginalised women and men, and ensure that all citizens have the same opportunity to enjoy their rights.

We are looking for national candidates to fill the following position:

COMMUNICATIONS SPECIALIST

Reference number: OXFCOM22.04.16

The post is a fulltime, fixed-term, 1 year contract with possible extension, based in Hanoi but with frequent travel.

The Role:
To develop high quality communications materials and coordinate information and communication activities for Oxfam in Vietnam including branding.

Report to: Head of Knowledge Management and Communications

KEY RESPONSIBILITIES AND ACCOUNTABILITIES

Communications
- Take lead in the development of country communication policy and communication products
- Plan and conduct communications work to reach external audiences
- Produce high quality communication print and digital materials and follow the agreed sign off protocols, including writing and editing
- Support programme teams to develop annual communication plans
- Support programme teams in communication work to contribute to achieving advocacy and campaigning objectives
- Ensure publications, and communication materials are archived appropriately in an easily retrievable electronic based system
- Initiate and implement internal communication activities
- Collect and compile case studies and success stories from different programmes to provide evidence for advocacy and fund raising efforts
Branding
- Ensure the use of brand tools including logos, fonts, writing style, templates and artwork is line with Oxfam regulation
- Consider and identify potential Oxfam brand risks
- Organise induction and refresh training on brand management

Learning, Sharing and Facilitating
- Support the Head of Knowledge Management and Communications to promote internal learning and sharing practice within and beyond Oxfam
- Organise and facilitate capacity building for Oxfam staff and partners on communication and information management
- Ensure a quality and accessible filing system of communication guidelines and products

TECHNICAL SKILLS, EXPERIENCE & KNOWLEDGE

Essential
- At least five year experience as a communication specialist in international organisations
- Have a bachelor degree in communication, journalism or related fields
- Broad knowledge of relevant thematic areas (human rights, rural livelihoods, gender and advocacy).
- Excellent communication skills in English and Vietnamese
- Experience in training, facilitation, mentoring and support for capacity building
- Excellent writing and presentation skills in English and Vietnamese
- Willingness to travel to programme/project areas including to disaster areas during emergency responses

In addition you need to
- Be a team player
- Have good social and interpersonal skills
- Be able to work across boundaries and enable cooperation among different groups/actors
- Be able to work under pressure in response to changing needs


The closing date for application: 17h00 Thursday 5 May 2016

How to Apply: Interested candidates can email your application including a motivation letter and curriculum vitae and mentioning reference number OXFCOM22.04.16 to HR.Vietnam@oxfamnovib.nl.

Interviews are planned to take place in the week of 9 May 2016.

We regret that only short-listed applicants will be contacted.

Oxfam is an equal opportunity employer