

Communication Officer

Habitat for Humanity Vietnam (HFHV) is currently seeking a professional individual to serve as a Communication Officer, base in Ho Chi Minh City. The Communication Officer is responsible for but not limited to

Internal communication:

- Assisting RD& C Officer in providing information to develop internal and external communication tools as mentioned in the RD&C Orientation Document (Powerpoint presentation)
- Be responsible for supporting relevant departments in conducting internal communication activities such as annual staff conference, family day, staff meeting etc....
- Be responsible for reviewing, updating and sharing internal communication guideline such as Branding guideline, Photo video ethics guideline etc....

External communication:

- Occasionally draft CD's speeches
- Be responsible for providing translation for key event such as Opening ceremony, House dedication or internal workshop within HFHV
- Support the coordination of the Schools Programs and outreach
- Support the RD&C Officer in merchandising design and production process
- Procure samples and finished products for RD&C merchandising and PR activities
- Monitoring branding application including logo usage
- Monitoring & updating HFHV's website social network page (Face book, Linkedin & Twitter)
- Monitor and translate as needed VN language media coverage
- Draft success stories and press releases
- Preparing communication materials banners, flyers, etc.
- Compiling, filing and monitoring photo/video materials
- Supporting and participate in PR activities
- Supporting RD&C Officer to search and update local and international potential donors such as GFN, CSR etc...
- Under supervision of RD&C Officer to prepare quarterly newsletter
- Preparing correspondence to GFN
- Be responsible for social relationship activities such as developing Christmas and New Year card, gift preparation
- Supporting relevant department such as Volunteer program and Finance department in inventory of the stock.
- Developing resource mobilization and communications strategies to support HFHV's mission.
- Through networking, presentations, proposal writing, event planning the RD&CM will take the lead role in securing resources for HFHV.
- Develop & maintain relationships with local, regional and international organizations to support HFHV's mission such as corporations, foundations, schools, faith-based entities, media, etc.
- Oversee donor compliance issues by developing donor agreements, sharing the donor requirements

with respective HFHV staff and proactively following up on requirements.

- Provides oversight, support and management of Resource Development and Communications staff members
- Improve the brand awareness of HFHV by developing and communicating key information about the HFHV's work to relevant audiences both domestically and world-wide, including but not limited to annual report, marketing materials, press releases, impact stories, multimedia products, etc.

Requirements:

- Bachelor Degree of Marketing, Communications or related fields preferred
- Minimum 1 year of experience
- Fluency in spoken and written English
- Alignment with our vision and a passion working with and on behalf of people affected by poverty via housing, water and sanitation solutions
- Excellent computer skills (e.g. Microsoft Word, PowerPoint, Excel, Outlook, Photoshop)
- Flexible crisis management
- Fully client- and service-oriented
- Ability to take initiative, at times work independently, be pro-active and meet deadlines
- Ability to multi-task with conflicting priorities in multicultural environments
- Excellent interpersonal and communication
- Demonstrate and practice respect to others; honesty and integrity
- Committed to continuous learning and self-development

How to Apply:

Closing date: **9 March 2015**

Your application **must** include:

- A cover letter clearly demonstrating your suitability for this position
- A comprehensive CV (no more than 2 pages)
- Contact details (including telephone number and email) of 3 references including most recent direct supervisors
- Expected salary

Applicants who do not provide **all** of the above requested information will not be considered.

Email your application to:

Human Resource Department

Habitat for Humanity Vietnam

Email: application@habitatvietnam.org

Habitat for Humanity International (HFHI) is a non-profit, ecumenical Christian housing ministry that seeks to eliminate inadequate housing and homelessness in the world, and to make decent shelter a matter of conscience and action. It was founded in 1976 and Habitat for Humanity Vietnam is a branch of HFHI. HFH Vietnam is an equal opportunity employer.

We sincerely thank you for your interest in Habitat for Humanity Vietnam