Communications Officer

**Position:** Communications Officer  
**Affiliation:** Wildlife Conservation Society – Vietnam Program  
**Duty station:** Hanoi  
**Application deadline:** 20th May  
**Start date:** July 2009

**Background:**
The Wildlife Conservation Society (WCS) is a US-based conservation organization registered as a non-profit, tax-exempt voluntary organization and has been dedicated to conserving the earth's biodiversity since its establishment in 1895. Their efforts are concentrated in many of the world’s developing countries where biological diversity is greatest and pressure on nature is most intense. WCS currently works in more than 60 countries in Africa, Asia, and North and Latin America and has special institutional capacity in the following thematic areas: strengthening institutional capacity, biodiversity conservation, natural resource management, policy development, protected area establishment and management, landscape conservation, and socio-economic strategies for conservation.

The Wildlife Conservation Society’s program in Vietnam addresses the critical conservation issue of illegal hunting and trade in wildlife. We carry out research to provide reliable data on the scale, organization and dynamics of the wildlife trade in Vietnam, and work closely with the government to strengthen wildlife crime law enforcement in Vietnam, and through our partnerships with other National organizations aim to build political momentum within Vietnam to take wildlife crime seriously.

**Scope of work:**
The Communications officer (CO) will develop and co-ordinate all internal and external communications for WCS Vietnam. The CO will produce high quality communication materials that support WCS Vietnam Program goals and objectives and raise the profile and understanding at the country and international levels about WCS’s work in Viet Nam to relevant stakeholders.

**Main responsibilities**

**External communications**
- Production and dissemination of communications materials, development of creative communication campaigns to help meet WCS Vietnam Program objectives
- Build and maintain relationships with local, national and international media agencies and independent journalists to ensure quality media coverage of key WCS stakeholder activities and program outcomes
- Assistance to organising WCS Vietnam events including donor visits, study tours, regional meetings, and internal staff events
- Provide regular updates on WCS Vietnam activities to WCS Asia Country Programs, WCS Global Conservation Program in New York, and information for the WCS Global website.
• Participate in external workshops, WCS International working groups and other meetings relevant to the communication sector
• Establish appropriate information-sharing relationships with staff in similar positions within other NGOs, government agencies and academic institutions in Vietnam and internationally.

**Internal communications**
• Establish effective systems for management of communications material (e.g. photographs, publications)
• Develop and implement internal staff training and team-building activities to ensure WCS Vietnam Program staff are all coherent and clear on WCS branding and style guides, code of conduct, key messages, approach and activities of WCS Vietnam and WCS Global Conservation Program during external meetings with media, donors or other partners
• Establish regular internal communication systems to ensure staff are updated on all relevant WCS and WCS partner activities and promote organisational culture.

**Organisational development**
• Assist in the development of WCS Vietnam policy and strategies in Vietnam
• Participate WCS’s policies and documentation in the area of both internal and external communications and IEC, including the development of annual and longer-term strategic plans

**Desired qualifications:**
This position is for a **Vietnamese national** with a **University degree** (Postgraduate degree preferred) in a related field with **very good English and Vietnamese language skills and at least 3 years of work experience** in a similar position with an international organization, or NGO. In addition, candidates with the following competencies are preferred:
• Previous work experience in the environment/development sector
• Experience of working with or in the media or other communication field
• Knowledge of media networks, knowledge/information management
• Excellent communication skills
• Good written and spoken English
• Good computer skills

**Interested applicants should send a cover letter, CV, and contact details for two references to:**
Ms. Pham Thi Minh – Country Finance Manager
Wildlife Conservation Society, 1101, Hacisco tower, Ngo 107, Nguyen Chi Thanh, Hanoi
Email: ptminh@wcs.org

**Deadline for Applications:** May 20th 2009
**Only short listed candidates will be contacted**