



Towards Transparency (TT)
TI National Contact in Vietnam
Address: 51 A Nguyen Khac Hieu, Ba Dinh, Hanoi
Tel: + 84 4 3715 3532
Fax: + 84 4 3715 3443
Email: info@towardstransparency.vn

Vacancy Announcement Communications Officer

Advertisement 6 January 2012

Corruption and lack of transparency and accountability are major issues of concern in Vietnam, for the authorities and for the entire population. Since the end of the 1990s, the government has been actively strengthening its willingness to prevent and fight against corruption, and to promote better transparency and accountability. The promulgation of the 2005 Law on Anti-Corruption, the 2009 National Strategy for Preventing and Combating Corruption Towards 2020, and the ratification of the United Nations Convention on Anti-Corruption (UNCAC) in June 2009 all illustrate the state's and government's increased commitment to curbing corruption in Vietnam.

Towards Transparency (TT) is a registered Vietnamese non-profit and non-state consultancy organization that was established in 2008 to advance its strong commitment to contribute to national efforts in promoting transparency and accountability for corruption prevention and fighting.

In March 2009, TT became the National Contact of Transparency International (TI), the global civil society organisation leading the fight against corruption with its Secretariat based in Berlin. In this capacity, TT supports and coordinates emerging activities of TI in Vietnam, within the framework of the TI 3.5 year programme “*Strengthening Anti-corruption Demand from Government, Private Sector and Society, 2009-2012*”. The overall goal of the programme is to contribute to national efforts in reducing corruption in the public sector, business and society. The main activities carried out include initiating and coordinating research on corruption issues, organising events to raise awareness and structuring advocacy efforts, building and supporting networks and coalitions to promote transparency, and ensuring sustainability of TI presence in Vietnam. The four donors funding this programme are: DFID, Finland, Irish Aid and Sweden. For further information about TT and TI Vietnam Programme, please visit www.towardstransparency.vn

The coming period, especially 2012, will be a fundamental year of transition for TT in Vietnam. Concerted efforts will be spent not only to ensure the successful completion of the current TI Vietnam programme but also to finalize the 2013-2017 Strategic Plan, and translate overarching strategies into concrete plans and activities. These will then be used to develop fundraising strategies to ensure the financial security of TT after the current programmes ends in December 2012.

Currently, TT is looking for one (01) committed, dynamic and qualified national candidate to fill the position of Communications Officer.

Recruitment details are bellow:

<u>Position:</u> Communications Officer
<u>Duty station:</u> Hanoi
<u>Main duties, responsibilities and job requirements:</u> See detailed Job Description attached.
<u>Expected starting date:</u> As soon as possible, March 2012
<u>Duration of contract:</u> initial one-year contract, extendable, subject to performance and fundraising success.
<u>Closing date of application:</u> 17:00 (Hanoi time), Tuesday 31 January 2012. Tentative selection plan: <ul style="list-style-type: none">● Shortlisted candidates will be notified by 6 February 2012;● Interviews and writing test will take place from 7-10 February 2012;● Final decision to be taken by end of February.
<u>Application and selection procedures:</u> If you are a motivated agent of change with the necessary skills and experiences, and are interested in making a difference, please submit a letter of motivation, stating clearly why you are suitable for the post, recent curriculum vitae and the names and contact details of two references. If possible, please also send one letter of recommendation in English by email to: Ms. Dao Nga Email: daonga@towardstransparency.vn Only short-listed candidates will be contacted for interviews. Applications will NOT be returned.

Job Description

Communications Officer

Position	Communications Officer
Responsibilities	<p>A. Develop and carry out communication strategies and plans</p> <p>B. Draft, edit and support the publication of documents</p> <p>C. Maintain and develop TT's bilingual website</p> <p>D. Oversee translations and interpretations</p> <p>E. Support the development of projects on anti-corruption and media (when required)</p>
Result areas	<p><u>A. Develop and carry out communication strategies and plans:</u></p> <ul style="list-style-type: none"> • Develop and carry out communication strategies to raise awareness of TT's various work and activities (both at the organisational and project level); • Support and improve TT's engagement with media organisations; • Monitor and contribute to promoting media coverage of TT work, events and research; • Maintain contact lists and stakeholder databases; • Support the planning and organisation of press conferences, workshops and other events. <p><u>B. Draft, edit and support the publication of documents:</u></p> <ul style="list-style-type: none"> • Draft press releases, presentations, speeches, media invitations and other related materials; • Edit and support the design and printing of reports and other materials. <p><u>C. Maintain and develop TT's bilingual website:</u></p> <ul style="list-style-type: none"> • Regularly update content for the website in English and Vietnamese based on TT news and activities; • Source photos and other materials for use on the website; • Coordinate the development of the TT website according to future strategies and activities. <p><u>D. Oversee translations and interpretations</u></p> <ul style="list-style-type: none"> • Coordinate and support the external translation of reports and other relevant materials and undertake short translation exercises when required; • Proofread and edit translated reports and other relevant materials; • Coordinate external interpreters and provide English/Vietnamese interpretation when required. <p><u>E. Support the development of media projects (when required)</u></p> <ul style="list-style-type: none"> • Support the development of potential future projects involving the media (and anti-corruption) following the development of TT's post 2012 strategic plan.
Tentative Starting date	As soon as possible
Job Status	<ul style="list-style-type: none"> • Full time; • Initial contract one year contract, which is expected to be extended, subject to performance and fundraising success after the end of the current programme. Initial 2 months probation period before final contract is approved.
Job Requirements	<ul style="list-style-type: none"> • Degree in communications, journalism, social sciences, international relations, or related field; • Minimum of 4 years' relevant work experience in communications, journalism or related field; • Prior experience in developing and implementing communication strategies and plans; • Prior experience in translation and editing; • Interest in and dedication to anti-corruption and governance issues; • Previous experience in social media, web management and design a strong advantage.
Knowledge and Skills	<ul style="list-style-type: none"> • Native Vietnamese speaker with written and spoken fluency in English; • Strong writing & editing skills;

	<ul style="list-style-type: none">• Highly innovative, creative, with a keen interest in ICT and social media;• Targeted communications and advocacy skills;• Excellent time management skills and attention to detail;• Highly developed team work and intercultural communication skills; and• Eager and willing to learn new skills.
Annual Gross Benefits Package	Approximately 12,000 EUR Additional training opportunities will be provided.