

VVOB vacancy announcement

Context

VVOB – Education for Development is a Belgium-based organisation that strengthens education systems worldwide. We believe that quality education ensures equal opportunities and leads to a more equitable world for all. Our main objective is to sustainably reinforce the quality, efficiency and effectiveness of education and training by focusing on the professional development of teachers and on effective school leadership.

Currently, VVOB Vietnam is implementing one project within the Early Childhood Education (ECE) sector and one project extension in the Primary Education (PE) sector:

1. ECE project “TALK: Preschool Teachers Apply Language-rich Teaching Skills and Knowledge” in Dien Bien, Quang Tri and Gia Lai (01/2022 – 12/2026)
2. PE project “iPLAY: Integrating Play-based Learning Activities among Young learners in Vietnam” in Lai Chau, Ha Giang, Thai Nguyen, Nghe An, Quang Tri, Da Nang, Quang Ngai and Ho Chi Minh City (12/2019 – 01/2024 + 02/2024 – 07/2025)

VVOB Vietnam has a main office in Danang and a project office in Hanoi.

Position

VVOB Vietnam is currently looking for a qualified national candidate as details below:

Communication Officer in Hanoi office: This function reports to Country Programmes Manager and works closely together with the education and other departments (MEAL and Operations). The Communication Officer will:

- be responsible for content creation to support our project activities: develop inspiring texts and communication materials about the progress and results of the projects and how we've reached them, adapt the content and used medium to the target group.
- distribute the developed content via the appropriate channels (digital, social, ...) to ensure that the different target groups are reached.
- support in organizing events or visibility actions (Teacher's day, New Year's, ...) that increase the support base of VVOB.
- ensure VVOB digital platforms (website, social media, ...) are up to date and actively engaging.
- organize and maintain databases related to communication: contacts, image storage, articles, ...
- collect quality communication footage in the field (photos, videos, interviews, ...) to showcase VVOB's work and impact.
- facilitate and maintain the internal communication tools (Microsoft Teams, Planner, ...) and support colleagues to maximise their use.
- collaborate and communicate with the communication team at head office and the donor communication focal points.
- develop communication materials (poster, presentation, invitation, ...) for VVOB's projects and general operations.
- support colleagues to align their communication outputs with VVOB's visual identity.
- manage and cooperate with service providers contracted to design communication materials (animation, video, ...) for VVOB's projects and general operations.
- manage all printing and publishing assignments (lay-outing, printing and distribution) with the contracted printing house.
- support the development of VVOB Vietnam's communication plan and visibility strategy and actively contribute to its implementation.

Required Skills and Experience:

- Bachelor's degree in communication, PR, ... or related field or equivalent experience
- Experience and expertise in developing, creating, and implementing content (textual and visual) catered to specific target audiences and via various channels
- Excellent computer skills in MS office and other relevant tools & technologies (digital media, graphic design tools, etc.)
- Fluent in English both in writing and speaking

Required competencies:

VVOB core competences	Functional competences
<ul style="list-style-type: none"> ✓ Result orientation ✓ Continuous improvement ✓ Cooperation 	<ul style="list-style-type: none"> ✓ Reliability ✓ Creativity ✓ Planning & Organisation ✓ Problem Analysis & Judgement ✓ Communication Skills

Starting date and working location:

Start date is as **soon as possible** in the Hanoi office, with frequent travel to the project provinces.

Contract duration and benefit:

The position will have a contract until 31 July 2025.

The selected candidates will be offered a friendly, dynamic, and creative working environment, a good benefits package including a 13th month salary, social insurance according to the government scheme and additional insurance for staff and family, 30 days of annual leave and professional development opportunities.

VVOB firmly believes that quality education can only be achieved if equity is ensured. Qualities of people prevail, regardless of age, gender, ethnicity, or disability.

To apply please send cover letter and detailed CV in English to our Recruitment mailbox at:

Recruitment.Vietnam@vvob.org

Subject: Application for the position title

Closing date for submission is **19 January 2024 (before 9am)**.

While we thank all applicants for their interest, only shortlisted candidates will be contacted. Shortlisted candidates will take a written test, go through an interview process before a final offer.

VVOB is an Equal Opportunity Employer fully committed to achieving a diverse workforce.