

## **Vacancy announcement**

**Position: Communication Officer**

**Deadline for application: 15 January 2025**

RECOFTC is an international nonprofit organization working towards a future where resilient communities with respected rights thrive in forest landscapes that they manage sustainably and equitably. We take a long-term, landscape-based and inclusive approach in supporting local communities to secure their land and resource rights, stop deforestation, find alternative livelihoods and foster gender equality. Established in 1987, RECOFTC has more than 37 years of experience working with people and forests and built trusting relationships with partners at all levels. As a trusted, honest broker, we support, inform and bring together governments, communities, businesses, academia and civil society organizations. Our innovations, knowledge and initiatives enable countries to foster good forest governance, mitigate and adapt to climate change and achieve the UN Global Goals.

RECOFTC operates in the Asia-Pacific region, with country offices in Cambodia, Indonesia, Lao PDR, Myanmar, Nepal, Thailand and Viet Nam.

RECOFTC Viet Nam is actively engaged in collaborative projects across the country. Our work with communities and in community forestry covers land tenure security, community forest revitalization and investments, community rights, sustainable food systems, ecosystems, livelihoods and resilience.

RECOFTC is recruiting a Communication Officer for our office in Hanoi, Viet Nam. The selected candidate will be offered a 24-month contract with the possibility of extension, contingent on funding availability and satisfactory performance. This position is open to Viet Nam nationals.

### **Tasks and duties**

The Communication Officer is a member of RECOFTC Vietnam and works under the direct supervision of the Country Director. The officer will develop and implement communication plans and activities, identifying and conveying key messages from the organization's programmes, projects and activities. The officer will support RECOFTC Viet Nam teams in content planning, development and packaging, collaborating closely with the Knowledge Management, Information Technology and Strategic Communication (KMITSC) unit at the RECOFTC Main Office. The successful candidate will also serve as the MEL focal point for RECOFTC Viet Nam, coordinating data and gathering evidence of the successes of our projects and programmes.

- Develop communication strategies and plans for RECOFTC Viet Nam
- Align communication efforts with RECOFTC Viet Nam's goals
- Ensuring consistency with organizational branding and visibility guidelines
- Work closely with the communication team at the Main Office in Bangkok, technical staff in Viet Nam and our partners, consultants (if any) to develop high quality communication resources and products, ensuring that these adhere to donor guidelines
- Manage RECOFTC Viet Nam's webpage and oversee our Facebook page to disseminate content and strengthen our visibility and engagement
- Collect feedback from stakeholders and projects to inform improvements and refine outreach and communication strategies

- Create, write and edit culturally appropriate materials such as stories, social media posts, infographics and policy briefs to inform and engage target audiences
- Liaise and work with media for a broader reach of our messages
- Take charge of other communication activities in our projects and programmes
- Work closely with project staff and with the MEL team at the Main Office and technical staff at Viet Nam office to fulfill our MEL requirements
- Provide support for events, workshops and training when necessary
- Support other related activities as required by the Country Director

## **Qualifications and experience**

### Essential

- Bachelor's degree in communication, media, journalism, public relations or related fields
- At least five years of work experience in communication roles
- Proven experience in developing and implementing communication strategies and plans
- Experience in managing websites, social media platforms and digital communication tools
- Experience in writing, editing and formatting reports for diverse audiences and channels
- Ability to write clearly and concisely and communicate effectively in both written and spoken English and Vietnamese
- Proficiency in Microsoft Office and basic designing tools such as Canva or Adobe
- Experience working with national and local media
- Commitment to achieving gender equality and fostering inclusive practices
- Ability to create a safe, respectful and collaborative working environment with good interpersonal communication and listening skills
- Willingness to travel frequently to project field sites in Viet Nam and other RECOFTC focal countries
- Highly organized, efficient and committed
- Must be a Viet Nam national
- Willing to be based in Hanoi

### Desirable

- Experience in MEL or data management, reporting outcomes
- Relevant experience in the forestry, agricultural and environmental sector or in NGOs in Viet Nam

## **RECOFTC's core values**

At RECOFTC, our core values are the foundation of our culture and guide all our work. In addition to job-specific skills and experience, the applicant should possess the following characteristics, attitudes and skills:

- Embrace innovation
- Adapt to and learn from challenges
- Nurture commitment, responsibility and ownership
- Collaborate with partners and stakeholders
- Commit to sustainability
- Cultivate participation, gender equality and social inclusion
- Prioritize well-being

## **How to apply**

Interested candidates are invited to submit their CV and a cover letter. The cover letter should explain why the candidate believes they are suitable for the position, include salary expectations and provide current contact information for three referees, including recent supervisors. Applications can be submitted by [clicking here](#). Only shortlisted candidates will be contacted.

For more information about RECOFTC, please visit our website at [www.recoftc.org](http://www.recoftc.org).

RECOFTC is committed to non-discrimination and equal opportunity. Applicants will not be discriminated against based on ethnicity, religion, age, nationality, physical disability, sexual orientation, gender identity, colour, marital status, medical condition, or any other classification protected by RECOFTC's values and code of conduct. Reasonable accommodations may be made to enable qualified disabled applicants to participate in the application process. If you require special accommodation, please inform RECOFTC's Human Resources team in writing at the time of application. The successful candidate will be selected based on merit. RECOFTC strongly encourages women to apply.