

POSITION TITLE: Communications Officer	CLASSIFICATION: Based on Qualifications and experience	SECTION & UNIT: ACIAR	DATE: July 2020
LOCATION: Hanoi, Vietnam	COUNTRY: Vietnam	REPORTS TO: Country Manager, with a functional reporting line to the Assistant Director, Outreach (Canberra)	EMPLOYMENT TERM: 12 month contract with potential extension

ABOUT THE POSITION:

Working with the ACIAR Vietnam office, the Communications Specialist is responsible for the development and implementation of the ACIAR Vietnam communications strategy, and supports ACIAR in the region and its headquarters in Canberra in the development, publication, and promotion of communications products (including but not limited to printed and digital content, promotional materials, media and social media).

The Communications Specialist will coordinate ACIAR's communications activities, build and maintain good relationships with ACIAR's regional and national stakeholders as well as local media in the region.

ABOUT ACIAR:

The Australian Centre for International Agricultural Research (ACIAR) is an Australian Government agency, specialising in agricultural research-for-development. ACIAR brokers and funds research partnerships between Australian scientists and their counterparts in developing countries.

ACIAR headquarters are in Canberra, Australia with 10 regional/country offices in the Asia-Pacific and Africa region. ACIAR's office in Vietnam is in . The office provides support to ACIAR-managed collaborative research and development partnerships through liaison, coordination, representation, stakeholder management and administrative activities. Further information is available on our website at www.aciar.gov.au

CONTEXT:

ACIAR supports a number of projects specific to Vietnam, these projects address ACIAR's high-level objectives, as outlined in the 10-year Strategy 2018-2019, and engage with eight of ACIAR's research programs. These include Agribusiness, Crops, Fisheries, Forestry, Horticulture, Livestock Systems, Social Science, Soil and Land Management.

SELECTION CRITERIA:

1. Tertiary qualifications in Journalism, Communications, Public Affairs, Social Sciences, International Relations or other discipline closely related to development and/or agriculture related work.
2. Minimum of at least seven years relevant experience working in development communications at a mid to senior level.
3. Highly developed interpersonal communication skills including the ability to effectively liaise with diverse stakeholders including partners, service providers and the wider community. Proficient use of written and verbal English (Level C) is required plus fluency in local language is advantageous.
4. Demonstrated ability to develop content for a range of purposes, including general communication activities such as writing and editing information materials, social media, producing video content, event management, web-content and multimedia material.
5. Demonstrated experience in leading the development, implementation and monitoring of a communication strategy and plan
6. Ability to be both a self-starter and manage work deadlines and priorities autonomously as well as work as part of a team

KEY ACCOUNTABILITIES

Key Result Area	Major Activities
Strategy Development and Implementation	<ul style="list-style-type: none"> • Improve awareness and understanding of ACIAR, its mission and programs in Vietnam; • Lead the development, implementation and monitoring of a regional communication strategy and plan, in line with ACIAR's communications framework; and produce a high quality final product; • Develop and produce communication products and content to showcase ACIAR's work and advocate the success of ACIAR's work in the development sector, including but not limited to key messages, briefs, regional/country brochures, talking points, success stories, presentations, photos, videos and social media material; • Facilitate effective proper dissemination – at country, regional and global levels – of communication products, including publication on ACIAR or partner web sites, liaising closely with the ACIAR Outreach team in Canberra (OCB) as appropriate and actively utilise web and corporate social media channels in line with ACIAR guidelines; • Assist in the identification, communication and promotion of project outcomes; and • Undertake travel to ACIAR project sites, as necessary, and facilitate the collection/production of stories, interviews, photos and videos.
Stakeholder and Events management	<ul style="list-style-type: none"> • Facilitate local/regional media relations including: drafting press releases, media-style briefs, talking points and Q&A; developing and maintaining a network of media contacts in

	<p>the region; and organizing press conferences/briefings as appropriate;</p> <ul style="list-style-type: none"> • Provide coordination support for events organized by ACIAR and in which ACIAR is participating; and • Create and maintain a network of relationships across a variety of communications channels.
Support	<ul style="list-style-type: none"> • Participate in regular work-in-progress update meetings; and • Provide communications expertise and operational support to ACIAR staff within the regional office.
Representation	<ul style="list-style-type: none"> • When delegated by the Regional Manager, represent ACIAR in accordance with ACIAR's values and in a professional and respectful manner at all times; • Ensure ACIAR is adequately represented through digital channels of the Australian missions in the region, and other relevant fora/meetings and work in close collaboration with the Australian Embassy public diplomacy and communications officer to ensure ACIAR priorities are well represented; • Ensure all public documents produced for ACIAR adhere to brand, messaging and style guidelines; and • Represent ACIAR in country forums and meetings relating to the development sector communications and outreach.

KEY PERFORMANCE INDICATORS

- Communication strategy and work plan (with detailed budget) developed, and implemented;
- Regular content developed for ACIAR digital channels (website and social media);
- Regular engagement with local media to facilitate coverage on projects;
- Effective management and organisation of ACIAR events, and relevant communications material produced;
- Key messages and brochures developed and updated as required;
- Communication material and content from field visits developed and updated as required;
- Monthly report submitted; and
- Liaison with Outreach team in Canberra and Regional Manager, and alignment of content developed at headquarters level.

Other Information relevant to this particular position:

- Some out of hours work and willingness to travel is required
- An offer to this role is subject to a satisfactory Criminal Record Check – this may include a requirement to provide an appropriate international police clearance if you have lived in a country / countries outside of work station for a period of more than 12 months in the last five (5) years.