

Knowledge Management Officer, based in Hanoi

HELNETAS, an International Non-Government Organization, supports the efforts of disadvantaged people and communities to determine the course of their own lives, thereby helping them to help themselves. HELNETAS promotes fair access to essential resources and protect social, economic, political, environmental and cultural rights.

HELNETAS is implementing a project on Secure Land Rights for All (L4A). The project aims to contribute to the effective promotion and protection of land and forest resource rights of ethnic minorities (EMs) in the northern provinces of Vietnam. The project is funded by the European Union, implemented by HELNETAS and the Land Alliance (LANDA).

We are looking for a Knowledge Management cum Communication Officer, based in Hanoi with frequent travel to project sites:

DUTIES & RESPONSIBILITIES

Knowledge Management

- Planning and implementation of strategies for knowledge management, communications and outreach of the L4A;
- Facilitate the development and maintenance of E-platform and other communication means related to forest land related rights
- Development and maintenance of the L4A's communication strategies and means including web-based knowledge management systems, social media, public information liaison;
- Development and update L4A Monitoring & Evaluation system.
- Planning and conducting public consultations with a wide range of stakeholders in government and civil society, local community, public sector, academic and media, in analyzing and communicating results;
- Facilitate exchange on lessons learnt with internal and external stakeholders at events, workshops, knowledge platforms, etc.;
- Develop and maintain efficient communication of project activities and results to government officials, I/LNGOs, researchers, journalists, key stakeholders, target and general audience;

Communication

- Implementation of the communication and knowledge sharing strategy of HELNETAS Vietnam
- Keep frequent exchanges with project teams to identify interesting 'success-story', photos, videos for communication;
- Update HELNETAS website and other on-line medias

REQUIRED QUALIFICATIONS:

- Graduate with minimum 5 years of proven working experiences in at least one the field: knowledge management, communication, media & public relations, M & E or advocacy.
- Good knowledge of national and local government structures, institutions and policy procedures, preferably related to the field of forest land right and governance;
- Proven track record of using marketing skills and communications channels to reach out to a substantially wide coverage of audiences;
- Excellent written and verbal communication skills in both English and Vietnamese, with analytical capacities and ability to synthesize relevant findings;
- Experience of graphic design; Good command of computer and office skills. Good knowledge and experience in handling of web-based knowledge management systems and photography is highly desirable;
- Willingness and ability to travel to the field.
- High awareness of gender, social equity and conflict sensitivity.

APPLICATIONS:

Interested candidates please send updated CV and an Expression of Interest letter to Helvetas.vietnam@helvetas.org and trieu.tuanh@helvetas.org by May 15th, 2020. Only short-listed candidates will be contacted.