

Job Description

Youth Integrity & Communications Officer

Re-advertised

13 February 2019

Job title:	Youth Integrity & Communications Officer
Location:	Hanoi
Starting Date:	Mar/Apr 2019
Job Summary:	This position will coordinate the implementation of youth integrity projects and deliver communications work of Towards Transparency
Position Type:	Vietnamese national post, full-time (5 working days/week)
Contract duration:	3 years (years 2 and 3 to be confirmed subject to funding and performance)

Background information

Towards Transparency (TT) is a Vietnamese non-profit consultancy company founded in 2008 to contribute to prevention and fight against corruption. In March 2009, TT became the National Contact of Transparency International (TI) in Vietnam. TI is the global civil society organization working to stop corruption. TI works through National Chapters, National Contacts and other partners in more than 100 countries. Its international secretariat (TI-S) is based in Berlin, Germany.

Currently, TT is looking for a dynamic, creative and professional candidate to fill the position of **Youth Integrity & Communications Officer** to join its team. His/her main tasks will be 1/ to ensure the successful implementation of the 4 year project “*Empowering Youth in Promoting Integrity in Vietnam*”, January 2018 - December 2021, and 2/ to propose and implement all TT’s communication activities.

Funded by Irish AID, “*Empowering Youth in Promoting Integrity in Vietnam*” was developed in the framework of the TI Vietnam Strategy 2016 - 2020 in which TI/TT is committed to facilitating the creation of an enabling environment for youth to choose integrity and take action to fight corruption. Based on a firm belief that education can be a powerful tool to prevent corruption, this project was built on initial success and experiences of the first Vietnam Integrity School (VIS), successfully implemented by TT in 2017. During the 4 year period (2018-2021), seven VISs will be organized aiming at creating a peer-to-peer learning and an integrity-building environment amongst the Vietnamese youth. Students and young professionals will have the opportunity to improve their understanding and knowledge on how values such as integrity and transparency can be applied at school and/or in a work environment, e.g. within businesses. A 2018/2019 edition of Youth Integrity Survey (YIS)¹ will also be conducted to provide a big picture on Vietnam youth integrity and detailed recommendations on concrete actions.

This position constitutes an exciting opportunity for a highly motivated and conscientious candidate, combining youth anti-corruption activism, communication and project management skills to deliver one of the key areas of TI/TT’s strategic works in Vietnam. The position also offers stimulating opportunities for learning and self-development.

¹ See earlier editions of Youth Integrity Survey (YIS) conducted by Towards Transparency and Transparency International in 2011 and 2014 here: and <https://towardstransparency.vn/vietnam-youth-integrity-survey-2014>

Position Title	Youth Integrity & Communications Officer
Key Responsibilities	<p>Youth Project Implementation</p> <ul style="list-style-type: none"> • Leading of the implementation of the 4-year project “Empowering Youth in Promoting Integrity in Vietnam”. This includes managing the project, making sure the timely delivery of the project results using the TI/TT’s Monitoring, Evaluation and Learning Framework. More specifically, the position holder will be responsible to organize 01 Vietnam Integrity School (VIS) in 2019, 2 VISs in 2020 and 2 VISs in 2021 (see further information about VIS here). - Liaise with lecturers, implementing partner(s), volunteers and students and TT team on VIS - Lead the communication work for VIS, including but not limited to school promotion planning and implementation, production of communicational materials, development (if any) and maintenance of media channels to promote VIS. - Lead the recruitment, induction & training, roles assignment and supervision of VIS volunteers. - Coordinate the collaboration between TT team, VIS lecturers and other relevant stakeholders in the development of training modules and training materials and operation of VIS during school time (4-5 days). - Develop detailed budget plan and manage project budget. - Coordinate logistics and communication on VIS during school time. - Coordinate and responsible for the project evaluation, learning and reporting. • Providing support to fundraising to sustain the organization’s youth projects and activities through identifying funding opportunities and providing technical inputs for development of future project proposal/s. • Providing support to Youth Integrity Survey project and contributing to the achievement of the TI/TT’s Change Goal 2: “By 2020, young people at university and in their early career choose integrity and say NO to corruption”. • Networking and relationships management with key concerned stakeholders from Vietnamese NGOs; Youth organizations, clubs, networks, volunteers; Universities and media. <p>Communications work delivery</p> <ul style="list-style-type: none"> • Lead the communications activities of the Youth 4-year project; • Propose and implement TT’s communications works (websites, fanpages, branding, visibility...). <p>Other Responsibilities</p> <ul style="list-style-type: none"> • Perform other organisational tasks as assigned by the line manager.
Reporting line	To the Executive Director
Job Requirements	<p>Skills and qualifications:</p> <ul style="list-style-type: none"> • University or higher degree in Education, Social Sciences, Communications, or other relevant fields. • At least 3 years of relevant and practical work experience. • Experience in non-formal training and education targeting youth is a strong preference. • Project management experience, including project budget management and project reporting skills. Experience in any youth mobilization and engagement project is a distinct advantage. • Experiences in communications for either profit or non-profit sector. • Interest and experience in using social media and creative communications to promote awareness and behavior change. • Knowledge of the social media, web management and graphic design. • Excellent English and Vietnamese skills (written and spoken). • Strong computer skills, including but not limited to MS Office (Word, Excel, Powerpoint, Publisher and Outlook). <p>Personal qualities:</p> <ul style="list-style-type: none"> • A strong believer in power of education for social change; • A team player with strong interpersonal, inter-cultural and communication skill. • Strong and demonstrated interest in, motivation and commitment to integrity, transparency and anti-corruption. • Strong interest in and an ability to engage young people. • Capacity to make sound assessments, critical thinking and problem-solving capacity. • Open-mindedness, creativity, and an ability to learn and apply new concepts. • Comfortable working to tight deadlines with high-quality delivery.

Gross Annual Salary package	<p>300,000,000 VND - 385,000,000 VND depending on experience and qualification.</p> <p>The package is:</p> <ul style="list-style-type: none"> • inclusive of Social Insurance, Health Insurance and Unemployment Insurance contributed as well as personal income tax (PIT) paid by the employee. • exclusive of Social Insurance, Health Insurance and Unemployment Insurance contributed by the employer.
Deadline and application details	<p>Interested candidates should send their application (motivation letter, CV and contact details of 3 references) in English to hr@towardstransparency.vn</p> <p>The application should be clearly marked “Youth Integrity & Communications Officer” in the email title. The closing date for applications is 27th February 2019. Only shortlisted candidates will be notified.</p>