



JOB DESCRIPTION – Communication Officer (CO)

The Vietnam Microfinance Working Group (MFWG) was established as a forum for microfinance practitioners to share knowledge, skills and ideas in order to overcome the key challenges of the sector. As the peak industry body, the MFWG contributes to strengthening the voice of the sector in the policy-making sphere.

Founded in 2004 as an informal organization under the NGO Resource Centre - VUFO, MFWG has launched an "open" policy to all individuals and organizations who are interested in the microfinance sector in Vietnam. In September 2011, the MFWG officially became a Center under the Vietnam Association of Small and Medium Enterprises (VINASME) in accordance with the Decision No. 238/QĐ-CTHH of the Vietnam Association of Small and Medium Enterprises dated 5th September 2011 on the establishment of consulting Center on microfinance resources to small and medium enterprises (formerly the Vietnam Microfinance Working Group)

Communication Officer (CO)	
Position title:	Communication Officer (CO)
Reporting to:	Director
Contract:	12 months contract with potential for extension.
Base in:	Hanoi with travel to other areas when required
Salary/allowance:	Negotiable
	Taking 12 vacation days, 12 sick days per year and public holidays
Position Summary	
The Event, communication & membership management officer is responsible for assisting the Managing Director to carry out all projects in Vietnam based on operational plan, business plan and grant support. He/She will be more focused on some key activities including event coordination, internal/external communication and membership management.	
Main Duties	
I. Event coordination	
<ol style="list-style-type: none"> 1. Prepare events' proposal/plan according to annual business plan. Events include network and partner meetings, seminars, workshops and conferences etc. that usually happen monthly. 2. Prepare events' documents, including invitation letters, public announcement, learning materials, relevant policy papers etc. 3. Monitoring members' participation, responses and feedback. 4. Provide events' reports and documentation. 5. Propose and monitor follow up activities post events. 	



II. Communication

1. Manage and maintain Facebook, website, YouTube, members' email list of the MFWG daily.
2. Develop idea and content for video clip, marketing articles and documents for promoting the projects' activities and advocacy activities.
3. Collect related information of the members and financial inclusion to develop quarterly newsletters and financial inclusion notes, members' information update by quarterly.

III. Membership Management

1. Maintain communication with existing members and report by daily and monthly.
2. Update member information and sharing.
3. Develop and update new member.
4. Membership fee collect and update monthly.
5. Conduct member need assessment annually.
6. Follow up in activities to acquire new members.

IV. Other tasks if needed

REQUIREMENTS

Education	University degree in marketing, public administration, business, finance, economics or another related field.
Experience	Experience in project assistance or related (preferred)
Skills	<ul style="list-style-type: none">- Fluency in English (both oral and written)- Proficiency in MS Office (Word, Excel, PowerPoint...)- Ability to work independently and efficiently to meet deadlines.- Result-oriented mindset- Willingness to learn and excel