

Call for Applications

Junior Communications Officer (Trainee)

Organization

SOCODEVI is a Canadian network of cooperative and mutual enterprises that shares its technical expertise and practical know-how with partners in developing countries. Our mission is to improve the living conditions of the communities we support in a tangible and sustainable way.

Workplace

Hanoi, Vietnam.

Duration of assignment

December 2025 for 6 months.

At the end of the 6-month period and based on a successful appraisal, you will be offered a full-time Communications officer position until the end of December 2029.

Contract Type

The position is for Vietnamese nationals only.

Project Description

SOCODEVI in Vietnam is looking for a qualified and passionate graduate with less than 2 years professional experience to take on the position of Junior Communications Officer (Trainee).

The candidate will be responsible for assisting with social media channels, creating audio-visual materials, as well as maintaining and updating the SOCODEVI Vietnam social media with a view to highlighting the impact of the BLOOM project (Biodiversity and Livelihood Opportunities for Ethnic Minority Women), a Global Affairs Canada-funded initiative (2025–2030) that promotes biodiversity conservation and inclusive livelihoods in Tuyen Quang and Dak Lak provinces. The project's ultimate goal is to improve the health of key ecosystems to support biodiversity and climate change adaptation with a focus on ethnic minority women and their communities in Tuyen Quang and Dak Lak provinces.

Position summary

The Junior Communications Officer will work under the supervision of the Monitoring, Evaluation, and Learning (MEL) Specialist. The role involves liaising with various technical specialists and may include support from the Headquarters Communications Advisor.

The incumbent will support both communication and knowledge management functions of the BLOOM project, ensuring that results, stories, and lessons learned are effectively captured and shared with diverse audiences.

During the 6-month traineeship, the Junior Communications Officer will focus on assisting and learning under close supervision—particularly in content development, digital communications, and knowledge documentation. Upon confirmation as Communications Officer, the incumbent will develop and execute comprehensive communication strategies that not only highlight project impacts locally but also translate them into meaningful outcomes for Canadian audiences, particularly GAC and SOCODEVI stakeholders. He/she will also lead the implementation of knowledge management and learning activities, ensuring that project insights are systematically captured and disseminated across teams and partners.

Specific Tasks and Responsibilities

Content Development

- Draft content for press releases, newsletters, annual reports, and other communication materials.
- Create engaging content for websites, social media, and other digital platforms.
- Develop communications plans for campaigns, events, and advocacy efforts.

Media & Public Relations

- Build and maintain relationships with media outlets and journalists.
- Coordinate media coverage, including press conferences and interviews.

Digital Media Management

- Manage the organization's website, ensuring content is up-to-date and user-friendly.
- Develop and execute social media strategies to enhance online presence and engagement.

- Track analytics and audience engagement, adjusting strategies accordingly.

Stakeholder Engagement

- Assist in organizing events, workshops, and campaigns to amplify outreach efforts.
- Develop and execute comprehensive communication strategies to highlight project successes and impact. This includes not only showcasing local benefits but also translating them into tangible outcomes for a broader Canadian audience, such as economic growth, job creation
- Support fundraising initiatives with compelling donor-focused communication materials.

Knowledge Management

- Support the MEL Specialist in documenting lessons learned, success stories, and best practices from project activities.
- Assist in collecting, organizing, and maintaining knowledge products (reports, case studies, infographics, and visuals) to support learning and decision-making.
- Contribute to the preparation of learning briefs, dashboards, and newsletters summarizing project results and insights.
- Assist in organizing learning events, reflection sessions, and knowledge exchanges with partners and communities.

Professional Requirements

Minimum:

- Bachelor`s degree in marketing/communications/public relations/journalism or related field
- Less than 2 professional years work experience since graduation
- Excellent command of social media platforms: Facebook, Instagram, TikTok, LinkedIn, Youtube.
- Ability to use graphic design software (e.g., Canva, Adobe Creative Suite) and video editing tools
- Strong inter-personal and organizational skills, including time management, ability to meet deadlines and work under pressure
- Willingness to travel occasionally to mountainous locations and work effectively in a remote team environment
- Excellent communication and writing skills in English and Vietnamese.

Desirable:

- Some experience in working with Content Management and Analytics software
- Some experience with Canva/Adobe Creative Suite and audio-visual production
- Some experience working with non-governmental organizations and/or volunteering
- Curious, analytical, and creative mindset, with a strong interest in artificial intelligence and its potential for communication.
- Familiarity with knowledge management or MEL-related documentation is an asset.

Working Conditions

- **Work Schedule:** Monday to Friday, with occasional evening and weekend work as needed.
- **Flexible Work Arrangements:** SOCODEVI supports flexible work options, including work from home, adjusted hours, and job sharing, where feasible.
- **Contract Type:** 6-month traineeship contract, with strong potential for extension to employment contract. Trainee package will be composed of a monthly allowance covering basic expenses and any compulsory insurance required by law , etc.)
- **Workplace:** Based in Hanoi, with occasional travel to Tuyen Quang and Dak Lak provinces
- **Availability:** December 2025 onwards, but flexible as per candidate

SOCODEVI Core Values

At SOCODEVI, we are committed to advancing gender equality and building an inclusive, respectful, and safe work environment for both the communities we serve and the people on our team. We welcome applications from women, ethnic minorities, and individuals with disabilities, and actively support flexible work arrangements, including job sharing, remote work and adjusted hours. We recognize that diverse perspectives and lived experiences strengthen our work, and we are committed to ensuring accessibility and equity at every stage of employment.

All staff are required to sign the Code of Conduct and the Policy Against Fraud and Corruption on an annual basis. The Code of Ethics, Safeguard Policy, and Anti-Terrorism Policy are to be signed once upon hiring.

How to Apply

Please click on the link to access the [online application form](#) by the closing date of 5pm October 26, 2025. Applications by email will not be accepted. Only short-listed candidates will be notified. Offers are based on the relevant experience and qualifications of the selected candidate. SOCODEVI discourages the use of Artificial Intelligence for cover letters.