

Required Qualifications

Education

- University degree in communications, media, journalism, or related discipline an asset

Experience

- Experience working with the International Labour Organization (ILO) or other international organizations in Viet Nam an asset.
- Experience working on Occupational Health and Safety (OSH) or related labour or working conditions issues in Viet Nam an asset
- Experience in the communications, media, journalism, design, public information, advocacy, capacity-building, or related field in Viet Nam an asset
- Experience working on issues affecting youth Viet Nam an asset

Languages

- Fluency in English is required.
- Fluency in Vietnamese is an asset.

Competencies

- Excellent written communication skills in both English and Vietnamese
- Demonstrated analytic abilities, include the ability to undertake and synthesize desktop and consultative research
- Proven ability to organize workshops and events
- Proven ability to develop and support delivery of training
- Knowledge of youth issues and/or Occupational Safety and Health (OSH) issues and/or the organization's mandate an asset

Application Procedure

Interested individuals must submit the following documents/information to demonstrate their qualifications:

1. Cover letter explaining why you are the most suitable candidate for this assignment (max 1 page).
2. Technical Proposal explaining the proposed approach, plan and methodology for delivering this assignment (max 2 pages).
3. Curriculum Vitae highlighting relevant professional experience, qualifications and 3 references
4. Financial proposal (lump sum amount).

Applications should be submitted via email with the subject line "Adaptation of Communications Toolboxes on OSH for Young Workers and Young Employers and Piloting in the Manufacturing sector in Viet Nam" to vantromp@ilo.org no later than 11:55pm Jakarta time (UTC+7) on **Sunday 19 November 2017**.