

## **The European Union Delegation to Vietnam is looking for: Press and Information Assistant**

### **We are**

The European Union (EU) is an economic and political partnership between 27 European countries. It plays an important role in international affairs through diplomacy, trade, development aid and working with global organisations. Abroad, the EU is represented through more than 140 diplomatic representations, known also as EU Delegations, which have a similar function to those of an embassy.

The EU Delegation to Vietnam, like the other delegations and representations of the European External Action Service (EEAS) in the world, serves the EU by:

- publicising, explaining and implementing EU policy;
- analysing the policies of Vietnam, the country to which it is accredited;
- conducting negotiations according to the mandates given to it;
- exercising powers conferred on the European Union in third countries, by promoting Europe's interests as embodied in the Union policies (such as trade, agriculture and fisheries);
- playing a key role in development assistance.

Beyond these tasks, the Delegation represents the European Union in its relations with Vietnam, and plays an essential part in EU political, economic and commercial relations with the host country, as well as providing information on the policies and institutions of the EU. The Delegation also provides support and assistance to other institutions and actors of the EU, including the European Parliament.

### **We offer**

We offer a post of Press and Information Assistant. Under this post, the recruited person will be attributed functions depending on the needs of the Delegation. Upon recruitment, the successful candidate will occupy a specific job function as Press and Information Assistant – this job function may be changed in accordance with the needs of the Delegation. Under this job function the successful candidate will serve as technical and support staff to contribute, under the supervision of the Head of Political, Press and Information, in the area of press, information and public relations. He/she will be responsible for the following tasks:

- *In cooperation with the Press and Information Officer, develop and implement the Delegation's communication strategy;*
- *In cooperation with the Press and Information Officer, carry out the financial planning of the Delegation's annual information budget;*
- *Establish and maintain contacts with local media, relevant competent authorities, universities and other opinion-forming groups;*
- *Draft press-related materials, speeches, minutes and other Delegation publications;*
- *Manage and organise cultural and public diplomacy events of the Delegation and in coordination with EU Member States' Embassies;*
- *Manage the Delegation's documentation centre, and distribute documents and promotional materials to relevant recipients;*
- *Assist with the Delegation's Daily, Weekly press reviews, especially in the absence of the Press and Information Officer*

- *Ensure the development and maintenance of an accurate and up-to-date Delegation website, and edit its contents;*
- *Propose, develop and implement visibility campaigns and ideas for cultural and other public diplomacy events and actions*
- *Day-to-day administration of the Delegation's annual information budget and financial reporting (in cooperation with the Administrative Section), including the preparation of relevant tender documents and implementation of the tender procedures;*
- *Financial 'due diligence' on information actions initiated by the Press and Information Officer;*
- *Coordinate with Member States' Embassies on communication and public relations issues and activities.*
- *Provide assistance and guidance to promote visibility of EU-funded projects*
- *Back-up for the Press and Information Officer*

The job-holder can be asked to support other priorities of the EU Delegation as defined by the Head of Delegation for up to 20% of his/her total working time.

He/she will act as an operational initiator within the financial circuits applicable in the EU Delegation and assume all responsibilities attached to this role.

We offer a competitive position in an international environment. Benefits, such as additional pension scheme and medical insurance, are offered to employees and their families under certain conditions.

## **Selection Criteria**

Minimum Requirements:

1. Medically fit to perform the required duties
2. Enjoys civil rights and permits for employment under local law
3. Has a university degree in a relevant discipline
4. Has at least three years relevant working experience in related field
5. Excellent proficiency in English (written and spoken)
6. Vietnamese mother tongue
7. Familiarity with Microsoft Word, Excel, and Power Point, knowledge of photo and video editing software

The following will be considered an asset:

8. Experience of working with the media, the donor community, and relevant Vietnamese authorities.
9. Experience in event management
10. Experience in marketing and promotional activities
11. Experience of working in the field of culture and education
12. Experience in the use of social media tools
13. Interest in EU policies, administrative procedures and terminology
14. Knowledge of other European languages

## **How to apply**

Please send your application and supporting documents to [DELEGATION-VIETNAM-VACANCY@ccas.europa.eu](mailto:DELEGATION-VIETNAM-VACANCY@ccas.europa.eu). The package should include a cover letter, a detailed CV, and copy of diplomas/certificates, references (if any).

Only shortlisted candidates will be contacted for an interview and/or written test.

The Delegation will not supply additional information or discuss the selection procedure by telephone: please address any queries concerning this procedure to [DELEGATION-VIETNAM-VACANCY@eeas.europa.eu](mailto:DELEGATION-VIETNAM-VACANCY@eeas.europa.eu).

**The procedure**

After the deadline for applications, the applications will be reviewed by a Selection Committee set up for this purpose. The Selection Committee will prepare a short-list of candidates who are considered to be the most suitable for the post on the basis of a preliminary assessment of the information provided in their application letter and the supporting documents. The short-listed candidates will be invited to an assessment phase which may include an interview and/or written test if necessary – during this phase, the Selection Committee will assess the suitability of the candidates for the post.

The candidates who have not been short-listed will not be contacted individually; however, the Delegation will use the same means of publication as for this Vacancy Notice to inform the remaining candidates once the recruitment procedure has been completed and that a candidate has (or has not) been recruited.

**The deadline for applications is:** 27 September 2021 17:00