Agricultural Research & Commuications Officer

University of Agriculture and Forestry, Hue University , Vietnam

Assignment title	Agricultural Research & Communications Officer		
Partner organisation	University of Agriculture and Forestry, Hue University		
Location	Vietnam	Hue city	
Type of assignment	Hybrid Assignment		
Duration of assignment	7 months		
Assignment phases	**Phase**	**Mode**	**Duration**
	1	Remote (online)	1 month
	2	In-Country	6 months
Proposed start date	1 March 2027		
Website	huaf.edu.vn		
Australian organisation:	RAID		

ABOUT THE PARTNER ORGANISATION

University of Agriculture and Forestry, Hue University (HUAF), a member of Hue University, is one of the leading institutions in Vietnam focused on agricultural, forestry, and environmental sciences. Established in 1967, HUAF is dedicated to advancing knowledge and research in these fields to meet society's evolving needs and contribute to sustainable development. The university offers a wide range of undergraduate and graduate programs and is committed to fostering innovation, scientific research, and high-quality education. HUAF collaborates with international and domestic partners to promote academic excellence and plays a pivotal role in Vietnam's socio-economic development, particularly in the central and highland regions.

University of Agriculture and Forestry, Hue University (HUAF), has a strong team of scientists, including 03 professors, 37 associate professors, and 105 doctors who mostly graduated with a PhD from international universities. In addition, HUAF has 6 strong research teams working across a range of areas, including the environment and quality of products, plant protection, climate-responsive agriculture, forestry development and herbivorous trees, environmental incidents and resistant capacity, livelihoods and sustainable development.

University of Agriculture and Forestry, Hue University (HUAF), has 7 specialised faculties, all of which have professional laboratories capable of meeting the needs of scientific research by

teams of scientists. Moreover, the HUAF connects with other specialised laboratories at Hue University in Vietnam and with various universities worldwide, such as Kyoto University, Okayama University, Wageningen University, Ghent University, Gottingen University, Utrecht University, and other units.

ABOUT THE ASSIGNMENT

In August 2027, the University of Agriculture and Forestry (HUAF) will host an international conference as part of the activities commemorating the 60th anniversary of the University's establishment bringing together participants from Vietnam and overseas to share research, knowledge, and experience in key areas of agricultural development.

The volunteer will support HUAF academics and staff in the planning, coordination, and management of the conference. As an international conference, communication and activities will be mostly in English so the volunteer will play a key role in facilitating connections with stakeholders. Working closely with university staff and researchers, the volunteer will assist with the development, review, and preparation of conference submissions, abstracts, and related materials. The role will also coordinate communication and engagement with participants from universities and research institutions in Vietnam and internationally.

This assignment forms part of a broader series of Australian Volunteers Program positions aimed at strengthening research capacity and increasing publication opportunities for HUAF academics. Through this role, the volunteer will contribute to building the university's ability to engage in international research networks and successfully deliver high-quality academic events.

In addition to conference support, the volunteer will provide ongoing assistance to staff and academics in identifying and accessing agricultural research funding opportunities. The volunteer will help strengthen knowledge and skills related to research proposal development, field research, publication pathways, and other areas that contribute to the university's research and academic objectives.

ASSIGNMENT OBJECTIVES AND PROPOSED ACTIVITIES

The volunteer will work alongside members of HUAF to support the below objectives:

Assignment objectives	Proposed activities
Remote (online) Phase Objective: Preparation for International Conference.	• Review preparations & support development of agenda • Participate in meetings & activities to review conference materials • Support with coordination of conference-related communications
In-Country Phase Objective: Support the organization of the international Conference	• Assist with collecting, proofreading, and editing workshop papers, reports, and other related documents, with a focus on English grammar and language accuracy. • Support the preparation and coordination of workshop materials and documents. • Assist with workshop logistics and participant reception, including welcoming and supporting international guests.
In-Country Phase Objective: Support the development of HUAF's English communication and promotion kit	• Assist in developing and finalizing HUAF's English communication materials, including brochures, flyers, and other promotional materials. • Support the development and editing of English-language videos introducing HUAF, its academic programs, research activities, and international cooperation. • Assist in reviewing and ensuring consistency, accuracy, and clarity of English content across the communication materials.
In-Country Phase Objective: Support HUAF's international cooperation and academic activities	• Participate in and support HUAF's international cooperation activities, including student exchange programs, academic seminars, and visits by international partners. • Assist academic faculties and departments in communicating and

	coordinating with international partners for research and academic activities. • Support faculty members and researchers in international research collaboration, including preparing English-language materials and facilitating communication with international partners.

Inclusion objective and proposed activity
The volunteer will work alongside the partner organisation to uphold values of diversity, equity and inclusion. Inclusive approaches will aim to make everyone welcome and support equal access to activities and opportunities regardless of gender, age, disability status or background (eg religion, language, ethnicity and marginalised or vulnerable groups). The volunteer will work alongside members HUAF to: • Develop clear and accessible English-language materials to support equal access to information and opportunities. • Support international guests, students and participants from diverse cultural and linguistic backgrounds. • Facilitate inclusive participation in student exchange, academic seminars and international research activities.

SELECTION CRITERIA

Education and qualifications

Essential	Desirable
• Bachelor's degree in agriculture or related field (communication or event organisation,…) •	• Experience with training & facilitation • Experience in organising events or communication

Knowledge and experience

Essential	Desirable
• Research skills in the field and laboratory in agriculture or related field • Experience leading or participating in international conferences	• Experience in working/living in Southeast Asia •

Following the Program's values on locally led development, this Assignment Description has been developed and negotiated in good faith with the Partner Organisation. The information contained was correct at the time of acceptance of the request. However, while we take responsibility for matters under our direct control, all assignments and arrangements are subject to change. This assignment may be amended or withdrawn to reflect changes in circumstances.

Line Manager: Prof. Dr. Hoang Thi Thai Hoa

Working relationships: Core research group

Hours and days of work: 9 am to 5 pm Monday to Friday

In-country phase	Remote Phase
Full time	Flexible: to be discussed by partner and volunteer

Leave: All volunteers are entitled to 20 days leave per 12 months, unless advised otherwise. The same conditions and terms as local colleagues apply, including national holidays.

Work from home: Working from home while on an in-country phase must be in line with usual partner organisation's practices and agreed with the in-country office.

Professional indemnity insurance (*Required for all volunteers who are acting as a medical, allied health or legal professional whilst on assignment)*:	No, this assignment is not deemed to require professional indemity insurance

The volunteer should consult the partner organisation about the need for professional indemnity insurance for the role prior to departure. Where required and/or considered essential to hold this insurance, please discuss this with the Volunteer Services Manager in Melbourne prior to departure.

LIFE AS A VOLUNTEER

The Australian Volunteers Program supports volunteers from preparing to go on assignment through to returning home. For a full breakdown of support provided including assignment allowances, please visit: https://www.australianvolunteers.com/volunteering/lifestyle-and-support/

Country context

Learn more about the host country's location by reading the country profile. We encourage candidates to research the specific location of this assignment as it will be discussed and addressed with a recruitment officer during the interview process.

For more information, please visit country links: https://www.australianvolunteers.com/countries/vietnam and https://www.dfat.gov.au/geo/vietnam

HOW TO APPLY

All applications must be submitted online through the Australian Volunteers Program website. If you have not already done so, you will need to register on our website prior to applying. For more information about how to apply, please visit:
https://www.australianvolunteers.com/volunteering/how-it-works

We actively support and encourage people of all backgrounds and abilities to volunteer internationally and aim to make the program as accessible and inclusive as possible. The program has a dedicated Indigenous Programs Coordinator to support Aboriginal and/or Torres Strait Islander volunteers, who can be contacted at indigenouspathways@australianvolunteers.com . Access and inclusion plans are available for volunteers with disabilities, to ensure their assignments and living and working arrangements are made more accessible.

Personal circumstances *(This may not apply for Remote-only assignments; consider discussing with AVP team)*
Due to security, cultural, legal or visa restrictions associated with this location, we ask that applicants disclose the following:

- If they want their same-sex partner to accompany them on assignment.
- If they want their partner, to whom they are not legally married, to accompany them on assignment.
- If they want their child(ren) to accompany them on assignment.
- If they have a criminal conviction where a criminal conviction may be relevant to the inherent requirements of the assignment.