



Approved  
23/8/18  
20/08/18

## UNFPA Lao PDR

Post Title: Communications – Intern (National)

Type of Contract: Internship

Duty Station: Vientiane, Lao PDR

### SUPERVISION

Under the overall supervision of the Deputy Representative and direct supervision of the Programme Associate Communications substantively and administratively provide support to activities under the Communication Strategy and work plans. This includes support to effective design, planning, implementation and management of UNFPA activities in the area of communications and positioning of messaging on Reproductive Health and Young people including adolescents, enabled by Population & Development data and Gender Equality, in the context of UNFPA's mandate and its programming and policy support in Lao PDR.

### MAIN TASKS AND RESPONSIBILITIES:

The Communications Programme Intern is expected to undertake the following tasks:

1. Provide overall support to the Communications Associate to:
  - Support and operationalize and engaging partners on the adolescent girls campaign (Noi) via different media and social media channels (Facebook, Twitter, Youtube and Website)
  - Monitoring daily media coverage and identifying UNFPA's related-area of work, visibility on local and international media
  - Support the translations of reports, press releases, news article, etc.
  - Support the design, produce and distribute communications and advocacy materials such as fact sheets, brochures, etc.
  - Support the preparation of advocacy events such as Girl Child Day, Adolescent Research Day and UN Day 2018

### COMPETENCIES:

- Initiative creativity, enthusiasm, maturity, tact and high sense of responsibility
- Strong interpersonal and networking skills are essential for communications
- Ability to learn new tasks and skills quickly
- Willingness and interest in pursuing professional and personal development through self-learning
- Ability to work and deliver tasks under constrained timeframe

### CORPORATE COMPETENCIES:

- **Valuing Diversity**  
Demonstrates an international outlook, appreciates differences in values and learns from cultural diversity.

Continually examines his/her own biases and behaviours to avoid stereotypical responses.

- **Working in Teams**

Work collaboratively with UNFPA colleagues, partners and other stakeholders. Support the decisions of the team even when it is not his/her preferred solution. Proactively pursues solutions to team problems and asks for help when needed. Pursue achievement of common goals.

- **Integrity/ Commitment to the mandate**

Act in accordance with UN values. Hold himself/herself accountable for actions taken within the given responsibilities and supervision. Does what he/she says he/she will do. Places UNFPA interest first and foremost, including resisting political and personal pressure.

- **Self and conflict management**

Make effective use of oneself. Respond effectively to stress and situations of ambiguity or crisis. Adapt flexibly to changing situations or to overcome obstacles. Listens and responds appropriately to feedback.

- **Communicating information and ideas**

Communicate clearly and effectively. Seek to understand the ideas of others and help to create an environment for open communication. Deliver oral/written information in a timely, effective and easily understood manner. Prepare written material in a manner that requires little or no corrections or editing by others.

## **JOB REQUIREMENTS:**

- **Education:**

Enrolled to a Master Degree or Bachelor Degree, preferably in any of the following: Communications, Journalism, Mass Media, Public Relations, Marketing, Advertising, Graphic Design, Web Design, Economics, Media or Print Production, English; development studies or other related disciplines in accordance with the skills required for the position.

A high level of computer literacy is essentially required.

- **Experience:**

Coaching and on-the job training will be provided as necessary. It is vital that the candidate has a strong interest in communications/media/journalism. Skills and experience on photography, graphic design and/or journalism is an asset. Previous experience with the UN or other international organizations is an asset.

- **Language:**

English (excellent to fluent)