



Internship for UNFPA Lao PDR

Terms of Reference

Position Title

- Communications Intern for UNFPA Lao PDR

Department

- Communications Unit of UNFPA Lao PDR

Background

- UNFPA Lao PDR is seeking an intern with strong communications skills to support the efforts to promote visibility of UNFPA and its priority issues in Lao PDR, particularly key issues around the **2030 Noi Framework** that guides joint advocacy on investing in adolescent girls and young people.
- UNFPA, the United Nations Population Fund is the United Nations sexual and reproductive health agency. **Our mission is to deliver a world where every pregnancy is wanted, every childbirth is safe and every young person's potential is fulfilled.** We are on the ground improving lives in more than 150 countries.
- UNFPA has worked in Lao DPR since 1976. Partnering with the national government, other development agencies, private sector and media, UNFPA has been supporting the country to address challenges in the areas of sexual reproductive health, gender equality and youth development. UNFPA's work contributes to the 2030 Sustainable Development Agenda, and the Programme of Action of the International Conference on Population and Development.

Scope of work

- Provide support to implement priority tasks in rolling out the communications strategy of Lao PDR in line with the country programme implementation
- Provide support in the organization of key advocacy events and communication initiatives of UNFPA Lao PDR, including through media engagement

- Provide support to the content development, including preparation of press releases and social media messages
- Provide support in graphic design and multi-media production, for use on various communications channels, including website and social media
- Provide high quality English-Lao translation of communications materials
- Support distribution of UNFPA Lao DPR advocacy materials including publications to national partners
- Support other ad hoc tasks required by UNFPA Lao PDR

Qualifications

- Advanced education in information and communications studies, journalism, social sciences or other relevant social science disciplines;
- Strong communications skills in both Lao and English, both written and verbal
- Experiences with social media communications
- Skills in graphic design, photography and multi-media production preferred
- Interests in international development issues, including sexual and reproductive health, gender equality and youth development etc.
- Results oriented, strong self-discipline and team spirit
- Creative and proactive

Duration

- Minimum three months
- Extension possible depending on performance

Internship condition

- UNFPA standard terms for internship will apply.

How to apply

- All interested applicants should submit **a cover letter and CV in English before Jan 5, 2020.**
- Applications should be sent to UNFPA Office by email to **laos.office@unfpa.org** indicating “UNFPA communications intern”.