

## ANNEX: Terms of Reference

UNFPA Lao PDR

Support to RH programme - Intern

Post Title: RH programme support - Intern

Type of Contract: Level:

Duty Station: Vientiane, Lao PDR

### SUPERVISION

Under the overall supervision of the SRH Programme Coordinator and direct supervision of the SRH programme officer. The intern will provide support to activities under the SRH work plan.

### MAIN TASKS AND RESPONSIBILITIES:

The SRH programme support Intern is expected to undertake the following tasks:

- Support the SRH Unit with general tasks such as writing minutes of meetings in both Lao and English; support international staff with simple oral and written translation.
- Support translation in whatsapp groups and emails and other communication methods used by the midwives.
- Support preparation for workshops/meetings/events such as confirming participants, preparing packs, photocopying etc.
- Support with communication work such as helping with consent forms, taking photographs, help with small translation of communications pieces (articles, press releases).
- Provide support to the midwife, including travelling to other provinces within the country to support midwifery schools/ colleges and clinical training sites.
- Supporting programme officers with the Lao Association of Midwife to support members' database (registration), sending out correspondences, checking postings on Facebook pages, translate contents prepared by technical officers for the web page
- Support with other tasks as requested by the team

**Period of work:** February 2023 – July 2023 (6 months)

### 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

### CORPORATE COMPETENCIES:

- **Valuing Diversity**  
Demonstrates an international outlook, appreciates differences in values and learns from cultural diversity  
Take appropriate actions to religious and cultural context. 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:**

University Degree, preferably in Reproductive Health, or related discipline  
Have an excellent knowledge of English as a Lao speaker

- **Experience:**

Coaching and on-the job training will be provided as necessary. It is vital that the candidate has a strong interest in the SRH area, with a focus on midwifery.

**COA: PU0074/LAO07101/10UKMMOH/UCJ30**

Signature of Requester:

Date: 20/01/2023

Approved by

Mariam A. Khan

UNFPA Representative