



Terms of Reference Communications Officer

Location :	Vientiane Capital, Lao PDR with frequent and prolonged field trips to remote districts
Type of Contract :	Project Position
Post Level :	
Languages Required :	English, Lao
Starting Date :	21 March 2011
Duration of Initial Contract :	One year with possibility of extension subject to satisfactory performance
Expected duration:	4 years

Background – Community Participation and Communication Support Programme

The CPCSP is a four-year programme [2011-2014] aiming to advance civil society through community media in Lao PDR. Since 2006, UNDP has been working in partnership with the Ministry of Information and Culture to pilot community radio in Khoun District, Xiengkhouang. In 2007, the first station operated by community volunteers was launched. In line with the Government's plan to expand community radio to the 47 poorest districts of the country, UNDP will support the scaling up of community radios and help develop local capacity to sustain them in the longer term. In addition, the programme will help community radio to further develop institutionally. The programme will seek to identify lessons, take stock of best practices and contribute to an enabling environment for bottom-up communication, access to information and greater inclusiveness.

Programme Communications Officer will be contracted to assist the Programme Manager, and Programme Coordinator to support the implementation of the programme. S/he is expected to work closely with the assigned UNDP staff, International consultant(s) and concerned government officials.

Project Outputs:

Output 1	'Scaling-up' – Community media scaled up to poor and under-served districts
Output 2	'Capacity for sustainability' – Local organizations and companies have the knowledge and competence to scale up and sustain community media
Output 3	'Learning and Advocacy' – Lessons learned will be used to inform policy-makers and contribute to an enabling environment for media, access to information and indigenous rights

Duties and Responsibilities

Under the direct supervision of the Programme Coordinator, the Translator and Communications Officer will assume responsibility for deliverables set in the programme document.

Specific duties include:

- a. To support programme coordinator for the training of trainers for community broadcasters
 - Identify pool of trainers;
 - Collaborate and support the international back stopper;
 - Maintain roster, write terms of reference, contract trainers and coordinate training events.
- b. To support prepare annual refresher trainings for community broadcasters across the country
 - Provide technical inputs and trainings;
 - Organize events;
 - Mobilize inputs from community radios.
- c. Create, facilitate and coordinate peer support systems
 - Conduct needs analysis;
 - Identify resource persons;
 - Coordinate exchange events and schedules;



- Monitor effectiveness and efficiency of systems.
- d. Contribute to awareness-raising and advocacy events
 - Prepare presentations and substantive inputs;
 - Conduct demonstrations and sensitization activities;
 - Liaise with government and donor partners.
- e. Contribute to programme planning and reporting
- f. Facilitate participation in international training and networking events
- g. Provide oral and written translation
 - Support Lao, international staff and UNDP in meetings
 - Translate letters and documents
 - Arrange translation of manuals and guides and conduct quality control
- h. Communicate programme outcomes
 - publications
 - newsletters
 - website
 - other communication materials
- i. Provide other supports as needed

Competencies

Interpersonal Skills:

- Degree in social sciences or communication or other relevant field
- Strong inter-personal skills and ability to work well with (ethnic) communities
- Good didactics skills; familiarity with training methodologies
- Very good English and Lao language skills; translation experience is an asset
- Mastery of office computer software (Word, Excel, PowerPoint)
- Ability to live in a provincial capital and conduct extended field trips
- Familiarity with (community) media is an advantage

Women and candidates from ethnic groups are strongly encouraged to apply!