



VACANCY ANNOUNCEMENT FOR LAO NATIONAL Communications Officer

Project Title: UNDP Community Participation and Communication Support Programme (CPCSP)
Position Title: Communications Officer
Duty Station: Vientiane Capital, Lao PDR with frequent and prolonged field trips to remote districts
Languages: English, Lao
Duration of Appointment: One year with possibility of extension subject to satisfactory performance
Expected Starting Date: March 2011

Background

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 Khoum 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 radio stations 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-learned, take stock of best practices and contribute to an enabling environment for bottom-up communication, access to information and greater inclusiveness. The programme is seeking a qualified **Communications Officer** who can provide significant support to the Programme Office based in Ministry of Information and Culture in Vientiane during the course of the programme implementation.

Duties and responsibilities

The 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.

Specific responsibilities

- Support the programme coordinator on the training of trainers for community broadcasters
- Support the preparation of annual refresher trainings for community broadcasters across the country
- Create, facilitate and coordinate peer support systems
- Contribute to awareness-raising and advocacy events
- Contribute to programme planning and reporting
- Facilitate participation in international training and networking events
- Provide oral and written translation
- Communicate programme outcomes
- Provide other support as needed

Qualifications and experience

- Degree in social sciences or communication or other relevant field
- Maturity, gender-sensitivity and proven ability to work productively and respectfully with local communities from ethnic groups
- High degree of self-motivation, ability to inspire and be inspired; willingness to be based in Vientiane capital and undertake prolonged field trips to remote districts
- Very good English and Lao language skills; translation experience is an asset; ethnic language skills highly desirable
- Strong inter-personal skills and ability to work well with (ethnic) communities
- Good didactics skills; familiarity with training methodologies
- Mastery of office computer software (Word, Excel, PowerPoint)
- Proven track record in supporting community-driven processes, involving ethnic minorities
- Demonstrated knowledge and understanding of participatory approaches
- Familiarity with (community) media

Detailed job description available in the website: <http://www.undplao.org/vacancies/>
Please send detailed CV by **08 March 2011** to: **Governance Unit - UNDP Office, Vientiane, indicating on the envelope:**
(Application for Communications Officer for Community Media Programme)
Email: lao.recruitment@undp.org or telephone: (856-21) 267777 or Fax: (856-21) 267799

Female candidates are encouraged to apply
Only short-listed candidates will be contacted for interview