

**NORWEGIAN PEOPLE'S AID**

**Notice of Recruitment – Lao National Staff**

Norwegian People's Aid (NPA) is a Norwegian humanitarian organisation supporting mine action and disarmament, capacity building, and development in many countries around the world. NPA has been engaged in the clearance of unexploded ordnance (UXO) in Lao PDR since 1997. NPA is currently working to survey and clear UXO across four provinces in southern Lao PDR: Champasak, Saravane, Sekong, and Attapeu. Our main offices are located in Vientiane and Pakse.

NPA’s Lao PDR programme is now seeking a qualified, enthusiastic, experienced, and well-motivated person for the following position:

1. **Communications Coordinator: 01 Position – based in Pakse, Champasak province with travel to NPA areas of operations in 4 southern provinces and Vientiane Office.**

NPA Lao PDR is recruiting a Communications Coordinator to develop and implement communications strategies to promote NPA’s work to survey and clear UXO contamination across southern Lao PDR.

The Communications Coordinator will generate engaging and informative communications products for NPA's donors, Head Office, Lao government partners, the UXO sector, NGO community, and the wider public. This will include producing materials in a number of media formats, including print publications, website content, social media posts, and videos.

The Communications Coordinator position will be based in the Pakse Office, with frequent travel and field team visits to NPA’s operations in southern Lao PDR (Attapue, Champasak, Saravane, and Sekong provinces) and NPA’s Vientiane Office. The Communications Coordinator will be responsible for liaising with NPA’s operations and programme staff to gather and document information on operations, impacts of projects, and project beneficiaries. The position will report to the NPA Lao PDR Deputy Programme Manager (DPM).

**Duties and Responsibilities**

* Develop and implement communications materials and strategies to promote awareness of NPA Lao PDR’s UXO survey and clearance operations in Lao PDR.
* Develop and deliver effective communication materials, such as case studies, photographs and captions, programme updates, press releases, website and social media content, video, and other external relations materials.
* Travel to NPA’s operations sites to photograph, collect information, and produce media stories directly from the NPA field teams and beneficiaries in NPA’s operational tasks in Attapue, Champasak, Saravane, and Sekong provinces.
* Manage NPA Lao PDR’s social media pages, ensuring they are regularly updated with new material and consistent messaging, with support of the DPM.
* Develop and maintain relationships with local media outlets to promote coverage of NPA’s work.
* Plan and organize external events to promote the NPA Lao PDR programme and its activities.
* Represent NPA Lao PDR at relevant meetings and external functions, if required, and as directed by the DPM and Country Director.
* Carry out Lao/English translation of communications materials.
* Train and build the capacity of NPA’s Operational staff to take good quality photos, use interview consent forms, and document beneficiary stories in an appropriate and sensitive manner, in accordance with NPA Lao PDR’s safeguarding policy.
* Maintain and regularly update NPA’s online system for filing photos, captions, videos, and graphic materials.
* Any other duties as instructed by the DPM and Country Director.

**Required qualifications:**

**Must have:**

* Bachelor’s degree in communications, journalism, media or public relations, English, or a related field.
* Experience developing communication products, including reports, briefings, captions, case studies, website and social media content.
* Experience managing social media accounts, websites, and creating content.
* Experience with graphic design, including using Adobe Creative Suite, e.g. InDesign, Canva, or related software.
* Strong photography skills.
* Strong IT skills and computer literacy.
* **Willingness to travel regularly between Pakse and NPA’s areas of operations in southern Lao PDR and Vientiane as required.**
* **Excellent written and verbal proficiency in English and Lao languages (both written and spoken).**
* **Ability to work independently, think creatively, and take initiative.**

**Desirable:**

* **Previous experience working for international non-government organisations or newspapers/media companies is an advantage.**
* Experience of working on development or humanitarian projects.
* Ability to speak additional Lao ethnic languages.

**Personal Competencies:**

* Highly motivated, creative, proactive, and outgoing.
* Excellent communication and interpersonal skills.
* Ability to take initiative and work independently.
* Dedicated and committed to high quality standards.
* Willingness to travel frequently and engage with a diverse group of people, including in rural and remote areas of Lao PDR.
* Ability to establish effective working relationships at all levels internally and externally
* Ability to meet deadlines and attention to detail.

Interested candidates are requested to submit an application (a cover letter & CV) to NPA Vientiane Office: House no. 150, Unit 08, Ban Watnak, Sisattanak District, Vientiane Capital, Tel: +856 021 264812; or via e-mail address: [npa.laos@npaid.org](mailto:npa.laos@npaid.org)

The deadline for applications is **Tuesday 15 October 2024, at 17:00 PM**. Applications submitted on Facebook will NOT be considered.

NPA continuously strives for more diversity and inclusion across the organisation. For this position, we particularly encourage female candidates to apply. Only short-listed candidates will be invited for interview. Please note that all applicants will be screened for applicable Norwegian People's Aid (NPA) eligibility requirements. Candidates will be asked to disclose any family relations to existing NPA employees during the recruitment process. Successful candidates will be asked to start work as soon as possible.