

## Framework Agreement for Communications Specialists

### Open for Local Individual Consultants or Teams of Consultants

HELNETAS Laos is a development organization operating in Laos since 2001. Our vision is a just world in which all men and women determine the course of their lives in dignity and security, using environmental resources in a sustainable manner.

<b>Job title</b>	<b>Framework Agreement for Communications Specialists</b>
<b>Assignment</b>	Support to projects with documentation, visualization, layouts and editing
<b>Location</b>	Vientiane Capital and provinces
<b>Duration of contract</b>	1 January – 31 December 2025
<b>Date of commencement</b>	Early January 2025
<b>Main tasks</b>	<ul style="list-style-type: none"> <li>• Provide professional photography services documenting and promoting project work particularly at community level</li> <li>• Design communication products and support layout of project reports and knowledge products for relevant projects</li> <li>• Draft and develop communication and capitalization products based on data collected (e.g. interviews)</li> </ul>
<b>Qualifications</b>	<p>Education:</p> <ul style="list-style-type: none"> <li>• Master's degree in communications, journalism or other closely related field</li> </ul> <p>Experience:</p> <ul style="list-style-type: none"> <li>• At least 5 years of professional experience in the field of communications, photography, graphic design, journalism, website moderation or a related field</li> <li>• Demonstrated experience in dealing with relevant graphic design and publishing programmes (Adobe Illustrator, Photoshop, InDesign or equivalent – please indicate in your resume), developing, editing and layout of publications and content management for websites and social media</li> <li>• Previous experience working on communications and outreach that relate to sustainable development, environmental or related issues is an advantage</li> <li>• Previous work experience with a development organisation preferably in Laos is an advantage</li> </ul> <p>Language:</p> <ul style="list-style-type: none"> <li>• Excellent oral and written communication skills in English</li> <li>• Good command of Lao is an advantage</li> </ul>

<b>Contact and application address</b>	Please submit your application to the following email addresses: <a href="mailto:marieke.vanschie@helvetas.org">marieke.vanschie@helvetas.org</a> and <a href="mailto:oyvind.hoyen@helvetas.org">oyvind.hoyen@helvetas.org</a>
<b>Deadline for application</b>	<b>Friday 29 November 2024 at 5 pm Lao local time</b>
<b>Remarks</b>	<ul style="list-style-type: none"> <li>• Please request the full Terms of References for this assignment on the above email addresses</li> <li>• Only shortlisted applicants will be invited for an interview</li> </ul>