

JOB ANNOUNCEMENT FOR LAO NATIONAL ONLY



MAG is an equal opportunities employer and welcome applications from all suitably qualified persons regardless of their gender, disability, ethnicity or religious belief.



MAG has been working in Lao PDR since 1994 and delivers responsive and impact driven solutions that enable people affected by Unexploded Ordnance (UXO) to develop their futures in a safer environment. This is achieved by mitigating the effects that UXO have on livelihoods, health and economic and social development of the communities and people in the provinces of Xiengkhouang and Khammouane.

Communications Coordinator

01 position based in Vientiane Office (Contract 6 Months)

Job Purpose:

The communications Coordinator supports the implementation of MAG Lao PDR's communications strategy, with a focus on developing multimedia content, managing social media, and coordinating the day-to-day operations of MAG's Visitor Information Centers (VICs). The role is based in Vientiane and split between MAG's main office and the VIC, where the Coordinator is expected to work on-site regularly, welcome visitors, and oversee daily operations. The VIC in Vientiane is open six days a week during low season and seven days a week during high season, requiring flexibility to work weekends, while maintaining a five-day work week.

Responsibilities:

Visitor Information Centers (VIC):

- Manage daily operations of MAG's Visitor Information Centres in Vientiane and Phonsavan.
- Oversee exhibit development, customer care, sales, stock control, donation systems, and financial processes within the Centres.
- Supervise and support Communications Officers in both locations, including on-the-job training and performance monitoring.
- Monitor visitor statistics and sales, preparing quarterly updates for the Senior Management Team (SMT).
- Maintain relationships and reporting to MAG's partners relating to the centres.

Content Development & Social Media:

- Produce high-quality multimedia content aligned with MAG's communications strategy, including photos, videos, stories of change, and other visual and written materials.
- Coordinate and create content for MAG Lao PDR's social media platforms, including Facebook and Instagram, and manage its TripAdvisor and Google Business pages.
- As appropriate, support the generation of content for MAG's global communications channels in coordination with the MAG HQ Communications Team.

Strategy and Visibility:

- Support the update and implementation of MAG Lao PDR's communications and visibility strategy.
- Ensure all visibility and communications activities meet donor branding requirements and MAG's standards.
- Help design and coordinate the production of promotional and donor visibility materials.

- Support media visits and outreach events, including translation and logistical coordination.
- Maintain contact lists and ensure communications materials and records are well-organized.

Liaison and Representation:

- Assist in liaising with national and international journalists, government stakeholders, and other partners as needed.
- Help organize events such as signing ceremonies, outreach campaigns, and awareness-raising activities.
- Support ongoing partnerships with civil society, business, academia, and government stakeholders.
- Represent and promote of MAG's mission and activities, ensuring that MAG's communications reflect the values and goals of the organization.

Requirements and Qualification

Essential Experience

- University degree or equivalent experience in Communications, Journalism, Public Relations, Media, International Development, or a related field
- Minimum 3-4 years of relevant experience in communications, media, or public engagement roles
- Experience creating and managing content for social media platforms (e.g. Facebook, Instagram), including planning, writing, scheduling, and basic analytics
- Experience producing multimedia content, such as photography and video for online use

Essential Skills and Knowledge

- Good spoken and written English and Lao
- Strong skills in writing, editing, and storytelling, with the ability to tailor content for different audiences (local and international)
- Confident using tools such as Canva, Adobe Creative Suite, or other design and editing software (or willingness to learn)
- Excellent time management and organizational skills with the ability to meet deadlines, prioritize tasks, and remain calm under pressure.
- Ability to perform routine administrative duties

Essential Aptitude

- Innovative and proactive with a problem-solving approach.
- Attention to detail and commitment to maintaining the highest quality standards in content production, media interactions, and public-facing materials.
- Strong interpersonal skills with the ability to establish and maintain effective working relationships.
- Ability to manage a dynamic workload.
- Interest in and commitment to MAG's humanitarian work.
- Self-motivated, flexible, and enthusiastic, with a proactive approach to work.
- Comfortable with both office and field-based tasks.
- Commitment to MAG's equal opportunities, diversity, and inclusion policies, promoting an inclusive environment in communications and public outreach efforts.

Desirable

- Experience working in or with the NGO or humanitarian sector.
- Experience managing or working in a visitor center, museum, or similar public-facing facility.
- Basic understanding of UXO (unexploded ordnance) sector and issues.

Terms and Conditions

MAG Lao PDR offers a professional work environment, a competitive monthly salary and benefits, and opportunities for training and promotion through our professional development policy.

Application procedure for the positions

Please apply through this link

<https://forms.gle/K4sCN2L2rTNyiaTK7>

Any inquiries please contact **021 251 849/ 252 004**.

The closing date for applications is 4.00pm, date: 30 April 2025.

Late applications will not be accepted. Only short-listed candidates will be contacted for interview.

As part of MAG's commitment to safeguarding, this post is subject to background checks before an offer of employment is confirmed. MAG is committed to the principles of diversity, equity and inclusion and is an equal opportunities employer. If you think you would be suited to one of our roles, we would welcome your application regardless of your background. We strive to provide an inclusive and supportive working environment where all employees feel respected and supported in fulfilling their potential.

All aspects of employment and recruitment, whether this be as an initial hire or an internal promotion, will be based on merit, qualifications, competence, performance and organisational needs. **MAG (or any party associated with MAG in the process of recruitment) does not charge a fee (or accept any gifts or favours) at any stage of the recruitment process (application, interview meeting, processing)**, if you have any concerns in this area these should be reported to safeguarding.la@maginternational.org