

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 Intern 01 position based in Vientiane Office

Job Purpose:

The Communications Intern will support MAG Laos' communications and outreach work, with a particular focus on preparations for a social media campaign and event at the MAG UXO Visitor Information Centre (VIC) in Vientiane for International Women's Month in March 2026. The intern will assist in the day-to-day operations of the VIC, contribute to content creation and campaign planning, and support communications activities across MAG Laos' platforms. This internship offers hands-on experience in humanitarian communications, public engagement, and digital media. The internship is full-time and based at MAG's office and the VIC in Vientiane. Weekend work may be required depending on VIC scheduling, but working hours will be limited to five days per week.

Key Responsibilities:

Visitor Centre Support:

- Assist in welcoming and guiding visitors at the VIC, ensuring a professional and engaging experience.
- Support the maintenance of displays and cleanliness of the VIC.
- Help with merchandise and donation management as needed.

Communications and Campaigns:

- Assist in the planning and preparation of communications campaigns, especially for Women's Month.
- Draft, translate, or edit social media assets, press releases, and case studies.
- Contribute to graphic design for social media and other digital platforms (e.g. Canva).
- Support photography and content collection at the VIC and during events.

Monitoring and Analysis:

- Conduct summary or analytical tasks to assess audience engagement and communications impact.
- Help compile basic reports on social media performance and visitor feedback.

Other Duties:

- Carry out any other duties within the scope, spirit, and purpose of the internship as requested by the Communications Coordinator or Communications and Grants Manager.
- Assist in Responsible for performance management process and coordinate on staff training.

- Monitor incident/accident cases in the province and report to line manager, and related department in the timely basis.

Requirements and Qualification

Essential Skills and Knowledge

- Good spoken and written English.
- Fluent Lao, both spoken and written
- Basic graphic design skills (e.g. Canva).
- Strong interpersonal and communication skills.
- Good computer literacy, including Microsoft Office and social media platforms.

Essential Aptitude

- Warm, welcoming, and customer-oriented attitude.
- Self-motivated, reliable, and proactive in day-to-day work.
- Detail-oriented and organized.
- Comfortable working independently and as part of a team.
- Commitment to MAG's humanitarian mission and values, including diversity, equity, and inclusion.

Desirable

- A Bachelor's degree (completed or in progress) in communications, media, international relations, development studies, or a related field.
- Experience in content creation, social media management, or event support.
- Knowledge of or interest in UXO, Lao history, or humanitarian issues.
- Additional language skills (especially Japanese or Korean).

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/pcqNCAEBEYDK1wJ16>

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

The closing date for applications is 4.00pm, date: 15 December 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