

VACANCY ANNOUNCEMENT

Communication and Awareness Production Coordinator

German - Lao Association for Development (GLAD) are:

- To develop a partnership for development between Germany and Laos for grass root participative development initiatives
- To strengthen the capacity of communities through identifying and addressing their needs whilst emphasizing the Sustainable Development Goals (poverty eradication, water, education, gender equality and basic health education)
- To strengthen the capacity of Government counterparts involved in rural community development through designated trainings and implementation of project
- To promote cultural exchange activities between Germany and Laos

GLAD is seeking a highly qualified and motivated Lao national who is flexible, effective team worker and can demonstrate the following skills, knowledge, and experience for Communication, Education and Rural Development.

Post title: Communication and Awareness Production Coordinator
Duty station: Vientiane, with frequent travel to field sites in Salavan and Sekong Provinces
During of contract: 14 months

The Communication and Awareness Production Coordinator is responsible for providing technical support in communication and awareness-raising production to ensure the delivery of clear, engaging, and culturally appropriate materials that promote measurable behavior change in target communities. The consultant will also coordinate with provincial and district government partners to ensure that project implementation adheres to the planned timeframe.

Keys duties and responsibilities:

- Define key messages related to ECE, nutrition, hygiene, kindergarten maintenance, and sustainability.
- Ensure that all messages are simple, clear, and aligned with the project's objectives.
- Integrate real-life examples, positive role models, and practical demonstrations into communication materials.
- Recommend effective communication tools and platforms suitable for rural communities.
- Provide guidance to ensure that all visual materials are culturally appropriate, accurate, and easy to understand.
- Supervise the development of scripts for role-play performances and educational videos.
- Review and provide feedback on draft videos, scripts, and storyline concepts.
- Offer technical inputs on filming, messaging, voice-over, and overall presentation.
- Oversee the design and layout of posters, illustrations, and printed materials.
- Collaborate closely with the contracted media/theatre company to ensure high-quality production.
- Under the supervision of the Programme Manager, the consultant will supervise the Project Officers and provide the necessary support to ensure the timely completion of project activities. The consultant will also coordinate IMC meetings to finalize project plans and present progress updates as outlined in the MoU and support the preparation of regular progress reports for the IMC on a monthly, quarterly, and half-yearly basis.

Competencies

- Ability to develop clear, simple, and targeted key messages related to ECE, nutrition, hygiene, kindergarten maintenance, and sustainability.
- Skilled in translating technical content into user-friendly messages for rural communities.
- Proven ability to design communication strategies using culturally appropriate tools and platforms.

- Experience integrating real-life examples and practical demonstrations to enhance community understanding and behavior change.
- Capacity to guide and oversee the development of posters, illustrations, and printed materials to ensure accuracy, clarity, and cultural relevance.
- Understanding of principles of layout, design, and visual storytelling
- Proven experience ensuring high-quality production through close collaboration and structured feedback.
- Experience planning and coordinating meetings with multi-stakeholder committees such as the IMC, reports (quarterly, and half-yearly) aligned with MoU requirements.
- Ability to manage multiple tasks, prioritize effectively, and meet tight deadlines while maintaining high quality.
- Demonstrate good communication skills in English
- Willingness to travel and spend time in the project target Villages with Driving skills, including the ability to operate a vehicle in off-road and mountainous areas

Required Skills and Experience:

- Bachelor's degree in communication, Media Production, Education or related field.
- Minimum 5 years of professional experience in communication for development
- Proven experience in scriptwriting, video production and awareness campaigns.
- Experience working with rural communities or development projects in Laos is an advantage.
- Strong understanding of ECE, nutrition, hygiene, or community development topics is preferred.
- Excellent communication, facilitation, and interpersonal skills.
- Ability to produce culturally sensitive and easy-to-understand content.

Other Benefit:

Pension fund, Lao Social Security, Annual health Checkup, Communication Allowance and others

Interested candidates should submit a CV and a cover letter demonstrating their relevant competencies, educational qualifications, and the names of two professional referees to the GLAD office via email at: **office@gladlaos.org**

The application deadline is **March 31, 2026**. Interviews will take place in **April 2026**. The position is expected to start at the **beginning of May 2026**. All applications will be treated confidentially. Only shortlisted candidates will be contacted for an interview. Application documents will not be returned.