

Assignment Title: Communication Intern – Communications & Advocacy, UNICEF Laos

Location: Vientiane, Lao PDR

Section: Communications

Type of Contract: National internship

Post Level: Intern

Languages Required: English

Starting Date: starting as soon as possible

Expected Duration of Assignment: 6 months

Background

UNICEF Mission: At UNICEF, our primary aim is to champion the rights of every child, globally. We place special emphasis on reaching the most disadvantaged and marginalized children and families. In Lao PDR, our collaboration with government and civil society organizations focuses on ensuring that child rights, as enshrined in the Convention on the Rights of the Child, are realized, thereby contributing to the country's broader development goals.

Role of the Internship: The Communications Assistant intern will support the Communications team in various facets, playing a key role in the dissemination of information and engagement with both internal and external stakeholders. This position is pivotal in enhancing our communication strategies, ensuring that our efforts in advocating for children's rights are effectively communicated and reach a broad audience.

Description of Duties:

- Assist in monitoring press coverage related to children's rights and UNICEF's activities in Lao PDR, and compile press clippings.
- Manage and organize the photo and video library, ensuring that all materials are catalogued and easily accessible for various communication needs.
- Provide logistical support for communications activities, including coordinating bookings and managing schedules.
- Support the planning and execution of events, including coordination with vendors, preparing event materials, and assisting with on-site logistics.
- Assist in developing and distributing communication materials, such as press releases, newsletters, and social media content.
- Support with the management and distribution of visibility materials.
- Participate in team meetings and contribute to the development of communication strategies and plans.
- Perform other related duties as assigned by the supervisor to support the communications team.

Results/Expected Outputs:

- A well-maintained and organized photo and video library, readily accessible for communication needs.
- Efficiently managed logistics for communications activities and events, contributing to their smooth execution.
- Timely and accurate monitoring of press coverage, providing valuable insights for communication strategies.
- Effective support in the creation and distribution of communication materials, enhancing the visibility of UNICEF's efforts in Lao PDR.

Experience and education requirements

- Undertaking a degree in a relevant area, e.g., economics, social science, public administration, and any other Discipline relevant to the position.
- Proficient in at least one of UNICEF's working languages: English, - Working Knowledge
- AND - Laotian (Mandatory), Level – Fluent
- Have excellent academic performance as demonstrated by recent university or institution records.

The intern should be:

- Familiar with and understand Lao national and/or economic development issues
- Familiar with multi-culture environment would be an asset

Availability:

- Desired role period for 6 months (January 2024 – July 2024, Monday to Friday (full time – 5 days per week)

Conditions of the Internship:

The intern who are not in receipt of the financial support from any sources will be provided by UNICEF with 70% of the monthly Salary of the GS level 3 step 1 in the duty station.

UNICEF will cover the cost for field trips if such are needed during the assignment and access to telephone, printer, and other necessary equipment required for the assignment.