



CARE International is a global NGO working to end poverty and achieve social-justice. We rebuild and improve the lives of the most vulnerable groups, especially women and girls who are often the most marginalised individuals in their communities and face unequal access to social and economic rights. In 2019, CARE worked in more than 100 countries around the world, implementing 1,036 poverty-fighting development and humanitarian aid projects, and reached more than 68 million people directly and 401 million people indirectly.

JOB ADVERTISEMENT

Junior Communications Consultant

1 position based in Country Office in Vientiane, CARE International in Lao PDR

Title:	Junior Communications Consultant
Department:	CARE International in Lao PDR
Location:	Vientiane
In-country travel needs:	30-50%
Position reports to:	Communications and Public Engagement Advisor
Position Type:	Fixed Term (01 year with potential extension), Full-time

CARE INTERNATIONAL IN LAO PDR

CARE International is a global NGO working to end poverty and achieve social justice. We rebuild and improve the lives of the most vulnerable groups, especially women and girls who are often the most marginalized individuals in their communities and face unequal access to social and economic rights. In 2024, CARE worked in more than 100 countries around the world, implementing 1,036 poverty-fighting development and humanitarian aid projects, and reached more than 68 million people directly and 401 million people indirectly.

CARE International in Lao PDR began its operations in 1992 and has worked since then to improve the lives of vulnerable groups in both rural and urban areas, particularly the ethnic minority communities. CARE works in partnership with community members, government, local civil society organisations, and the private sector. CARE currently implements projects in four provinces: Vientiane Capital, Phongsaly, Luang Namtha, Luang Prabang, Champasak and Sekong.

CARE's "Marginalized Women and Girls" program empowers women and girls to exercise their rights, to lead and make decisions, and benefit from socio-economic justice. CARE's two main program areas in Lao are women's health and women's economic empowerment. Our health programs empower women and girls to exercise their rights to reproductive, maternal and child nutritional health for greater control over their bodies and to live a life free from violence. Our economic empowerment programs give women and girls greater access to and control over economic opportunities, resilient resources and dignified work by promoting gender equality, fighting gender-based violence and climate risk. CARE has extensive experience and expertise in both areas and will continue to pursue evidence-based practices to deliver long-lasting solutions effectively and sustainably.

Job Summary / About the Role

The Junior Communications Consultant will work closely with the Communications and Public Engagement Advisor to provide technical, language, and coordination work required to

development and implement the overall internal and external communications plan and the implementation of the Lao Country Office's campaigns.

In the event of a major humanitarian emergency, the role holder will be expected to work with the Communications and Public Engagement Advisor in facilitating external and internal communications and support the Country Director and Humanitarian Response Lead in speaking with the public. During emergencies, the Junior Communications Consultant must be willing to work outside the normal role profile with the response team and be able to vary working hours accordingly.

This position is based in Vientiane Capital, with travel required to other sites Phongsaly, Luang Namtha, Luang Prabang, Champasak and Sekong provinces.

MAIN RESPONSIBILITIES: COMMUNICATIONS:

- Develop/support of written and audio-visual communications products for the country office and the various sectors including videos, films, briefing documents, newsletters, case studies, press releases, infographics, banners, posters, etc.
- Develop/support external visibility platforms as relevant and ensure that a strong social media profile is updated and used well for CARE messaging to promote in and out the country
- Support the regular monitoring of CARE in Laos social media platform
- Provide written and oral translations from English Lao and Lao-English and ensure that content in publications and social media posts meet the ethical and technical standards of CARE
- Support in administrative tasks within communications department
- Develop/support internal and external profile-raising efforts through various media channels and platforms
- Facilitate building of relationships with media practitioners and policy bodies in Laos
- Ensure appropriate and timely media coverage of key CARE projects
- Support the Country Office to ensure consistent branding and visibility of CARE Laos, our donors and partners
- Oversight of external and internal communications campaigns including writing/editing content, overseeing design and print production, acquiring stakeholder approvals as needed and distribution.
- Provide feedback and comments to project officers on the development of communication products at project level.
- Support and facilitate communication trainings to CARE Laos staff and partners especially in media and comms works

FUNDRAISING SUPPORT

- Support/develop, prepare and support the production of communication and media facts, stories and contents for fundraising purposes
- Ensure that on-going media/digital engagement with CMPs and donors are shared in a regular basis
- Collaborate with CMPs and donors to establish and maintain on-going relationships including identify innovation approaches for fundraising purposes
- Work with program team in identifying communication materials that will serve as marketing materials including program factsheets, capacity statements and other relevant materials.

POLICY AND COMPLIANCE

- Understanding and applying CARE and donors' policy and procedures particularly around media, communication and branding policy.
- Act as policy holder for relevant communication and branding policies and responsible for compliance and adherence to Informed Consent policy across the organization as well as partner organizations including at the community levels.

INFORMATION MANAGEMENT:

- Support the development and use of case studies, set up and maintain infrastructure and process for knowledge exchange and enhancement within the country by providing advice and circulating relevant materials.
- Maintain good relations with local media and clients/Government organizations
- Coordinate press/media contact, inventories reference to CARE in the press, maintains relations with the press, and may act as spokesperson to the press, edits press releases if required.
- Ensure Program Files and Photos are complete and well maintained.

EMERGENCY RESPONSE ROLE:

- Support the ERT in media relations.
- Assist with organizing interviews.
- Collect all resources include photos.

OTHER RESPONSIBILITIES:

- Engage in emergency preparedness, assist in any emergency response as required.
- Promote a safe and secure work environment; foster a culture of safety and security awareness and ensure compliance with the safety and security policies, procedures.
- Demonstrate an ongoing commitment to gender equality, diversity, child protection and commitment to the Protection from Sexual Harassment, Exploitation and Abuse (PSHEA);
- Comply with CARE Laos' financial and operational requirements, foster strong communication between operations and program teams and uphold high standards of honesty and integrity in personal conduct.

EXPERIENCE AND QUALIFICATIONS:

- At least have a higher diploma's degree in communications, media, journalism, marketing or any related field preferred
- At least 1 year of relevant work experience in communications in the development or private sector
- Good working knowledge in English and Lao language (fluent), and other ethnic languages would be advantageous.
- Strong interest in international development, communications, PR, and/or marketing
- Knowledge and skills on communications and media tools online and offline
- Familiarity with design and editing software is an advantage (Photoshop, Illustrator, Lightroom).
- Excellent personal organizational skills, including time management, and ability to meet deadlines and work under pressure
- Ability to work collaboratively with colleagues across the organization developing effective working relationships to deliver outstanding results for children
- Commitment to and understanding of CARE's aims, values and principles

- The duties and responsibilities as set out above are not exhaustive and the role holder may be required to carry out additional duties within reasonableness of their level of skills and experience.

APPLICATION SUBMISSION:

Qualified candidates should submit a CV and a letter of application. Please indicate the name of position that you are applying for, **including contact details of three referees and your salary expectations for each position**, and email to LAO.Jobs@care.org Deadline on **Tuesday 15th October 2024**. The detailed Job Description can be provided upon request.

•*CARE is an equal opportunity employer committed to a diverse workforce. Women, ethnic minorities and people with disabilities are strongly encouraged to apply.*

•*CARE Laos has zero tolerance approach towards sexual harassment, exploitation and abuse, and child abuse towards any person including our staff, representatives, partners, programme participants and members of the community where we work. We expect all staff, partners and related personnel to share this commitment by understanding, abiding by and working within the CARE International Safeguarding Policy and related framework at all times whilst representing CARE. and imbed child protection in all we do;*

•*CARE Laos participates in the Inter-agency Misconduct Disclosure Scheme (MDS). CARE Laos reserves the right to seek information from job applicants' previous employers about incidents of sexual exploitation, sexual abuse and/or sexual harassment, and/or child abuse. The applicant may have been found guilty to have committed or about which an investigation was in the process of being carried out at the time of the termination of the applicant's employment with that employer. By submitting the application, the job applicant confirms that s/he has no objection to CARE Laos requesting the information specified above; and*

•*As well as pre-employment checks, CARE Laos will use the recruitment and reference process to ensure potential new staff understand and are aligned with these expectations.*

(Only shortlisted candidates will be contacted for an interview. CVs and other documents submitted to CARE will not be returned).