



**Communications and Liaison Officer
USAID Okard Activity**

World Education Laos is dedicated to working through a participatory and multi-disciplinary approach to engage and empower communities, families, and individuals through programs in education, health, mine action, and economic development, that are designed to build capacity, promote self-sufficiency, and increase inclusion of all persons in Lao PDR.

World Education is seeking a highly skilled, qualified and motivated Lao National to join our team as the Communications and Liaison Officer, USAID Okard Activity based in Vientiane.

The Communication and Liaison Officer will assist project staff to ensure promotion of and communications on outputs and outcomes of the USAID Okard Activity, ensuring smooth and regular communication with partners and stakeholders. This position will also provide support in logistics and secretariat, particularly in terms of marking and branding, translation and interpreting for the Activity.

Qualifications and key competencies:

- Bachelor's degree required; marketing and communication or administration an advantage
- 3+ years of experience in communication, website development, social media, and/or project administration
- Demonstrated skills developing communication materials (press releases, case studies, photo essays, videos etc) required, specifically Communications for Development an advantage
- Very good communication and interpersonal skills
- Excellent oral and written communication skills in both English and Lao required;
- Excellent interpersonal and communication skills required to train or coach staff and give occasional presentations;
- Team player who takes initiative, is a problem-solver and able to multi-task
- Strong attention to detail and ability to meet tight deadlines
- Experience working on/ monitoring USAID or other US government funded projects an advantage
- Experience working on other disability and inclusion focused projects preferred
- Ability to travel to project sites and partner offices for monitoring visits will be required

The Communications and Liaison Officer will:

- Maintain smooth and regular communication between all partner organizations on request of all project staff.
- Collect and compile key progress, achievements, project data from partners' quarterly reports, field visit interviews and meetings to create interesting, easy to read success stories, monthly briefs to publish on social media and the WEI website
- Create simple visuals to communicate complex elements of the Activity to partners, the public and beneficiaries
- Communicate Activity progress in easy to read and interesting formats to inform partners, the public, and donors
- Improve and keep the WEI website and social media platforms updated with news, pictures, and resources about the Activity.
- Organize logistics and take notes for meetings/events, and conduct interviews for quotes, case studies or press releases
- Document WEI and sub-recipient activities through photo and video
- Store and manage photo and video library and ensure it is well organized and utilized to communicate project progress and achievements and for Social Behaviour Change Communication (SBCC) and awareness raising campaigns as needed
- Provide training and follow up to USAID Okard sub-recipients on USAID Marking and Branding
- Ensure the USAID Okard Communications and Outreach Plan and USAID Okard Marking and Branding plan is being adhered to, including but not limited to following accessible information guidelines and updating Communications Calendar.
- Translate documents, correspondence and Activity tools (Eng. to Lao and Lao to Eng.), and act as a project interpreter as required
- Support the SBCC Coordinator in conducting trainings, focus groups, and surveys and developing SBCC materials related to disability inclusion and rehabilitation

Location: Vientiane with some travel to Xieng Khouang and Savannakhet provinces.

Preferred Start Date: February 2019

Application Deadline: January 28, 2019

Application Details: World Education offers a competitive salary and benefit package including employee and family health insurance, end of year bonus, severance benefits and career development opportunities. **Note: Full ToR can be requested from World Education.**

World Education is an equal opportunity employer and encourages the applications of women, ethnic minorities and people with disabilities. Applicants should submit a current CV and letter of interest detailing their relevant experience to:

World Education, Ban Phiawat, Sisattanak District, Vientiane Capital (PO Box 6782)
Tel: 214 524, 222 439; **Fax:** 217553; **E-mail:** bounxeuy_chanthathong@la.worlded.org