



UNDP is the UN's global development network, advocating for change and connecting countries to knowledge, experience and resources to help build a better life.

**VACANCY ANNOUNCEMENT FOR LAO NATIONAL
Public Information Associate at ICS-6 Level
Contract 12 months (renewable)**

UNDP is seeking a Public Information Associate who will work in the Public Information Unit. S/he will provide high level support within the Public Information Unit in its communications activities to various targets, including donors, international media, local media, local staff, government counterparts, the Lao public and the publics of donor countries.

Duties and responsibilities

- UNDP and UN awareness raising and advocacy through information tools and activities
- Provide high quality translation (from English into Lao and Lao into English) such as translation of speeches, press releases and other related media material
- Update and provide advice on the management of intranet and websites
- Assist in the production of communication materials
- Build a relationship of trust with local media and facilitate information sharing as required
- Assist in the organization of special events, e.g. UN Day, with particular attention to maximising local media coverage of these events
- Monitor local media, international media and the Internet, report on whether or not communication materials are being disseminated and evaluate their effectiveness
- Handle correspondence and reply to inquiries for public information materials, follow up responses and monitor stocks of publications

Qualifications and experience

- ❑ Tertiary training in any of the following: Journalism, Public Relations, Marketing, Advertising, Graphic Design, Web Design, Communications, Media or Print Production, Administration, Information Management, ICT, Translation
- ❑ At least five years' experience with computers is essential
- ❑ Experience in one or more of the following is preferred: Journalism, Public Relations, Marketing, Advertising, Graphic Design, Web Design, Communications, Media or Print Production, Administration, Information Management, ICT, Translation
- ❑ English (excellent or fluent), Lao (native speaker, excellent writing skills essential for translation), French (beneficial but not essential)

This UNDP fixed term contract will be based in the UNDP Country Office in Vientiane. This post is for **Lao Nationals only**.

Detailed job description available in the Human Resources Office and

<http://www.undplao.org/vacancies/>

The applicants are required to **Apply Online** via the website above

Please apply by **7February 2011** to:

Telephone: (856-21) 267777 or Fax: (856-21) 267799

Female candidates are encouraged to apply
Only short-listed candidates will be contact for interview