



FOR INTERNS IN NATIONAL COMMUNICATIONS, IOM LAO PDR

Learning objectives

[International Organization for Migration (IOM) in Lao PDR]

Working under the overall supervision of the Chief of Mission and direct guidance and supervision of the Senior Communication Assistant at the IOM Office in Vientiane, Lao PDR. The intern will assist with the implementation of the related communications aspects in the mission. Tasks will include:

- Support in the development of graphic and video contents;
- Support in design and consolidate contents for report, press release, newsletters and other awareness raising materials;
- Enhance existing internal documentation and knowledge management;
- Assist in note taking as well as meeting minutes;
- Translate Communications' materials (Press Release, Factsheets, Infographic, Website and Social Media Content) from English to Lao and from Lao to English;
- Support in drafting and maintaining social media contents;
- Provide Communications and photography support for IOM activities;
- Participating in IOM or UN in-house activities as needed;
- Perform such other duties as may be assigned.

The successful intern will also benefit from training components and learning elements, including:

1. Opportunities in attending IOM workshops and meetings across various projects.
2. Strengthen communications and advocacy skills relevant to international development.
3. Obtain extensive knowledge on migration issues in Lao PDR and across the region through meetings, workshops, and conferences.

Interns are expected to be covered by their own medical and accident insurance.

Interns are granted a stipend referred to as a Monthly Subsistence Allowance (MSA) as partial contribution towards accommodation and living expenses. No other remuneration is granted for internships. Interns benefiting from any internship allowance, financial remuneration or scholarship granted by their university or other sponsoring body will not be eligible for MSA.

Interested candidates are invited to submit the applications in English containing a duly completed Personal History form and a motivation letter by e-mail to LaoHR@iom.int with the reference code **LA10-2022-9.3 - Internship Announcement by 03 Oct 2022**.

Only shortlisted candidates will be contacted.
Posting period: 20 Sep 2022 – 03 Oct 2022