



International Organization for Migration (IOM)  
The UN Migration Agency

## Terms of Reference

Position Title: **National Communications Intern**  
Duty Station: **Vientiane, Lao PDR**  
Type of Appointment: **Internship Contract, 6 months**  
Expected Start Date: **09 August 2021**

Established in 1951, IOM is a Related Organization of the United Nations, and as the leading UN agency in the field of migration, works closely with governmental, intergovernmental and non-governmental partners. IOM is dedicated to promoting humane and orderly migration for the benefit of all. It does so by providing services and advice to governments and migrants.

### Context

IOM has been working in Lao PDR since 2001. The Current activities to focus on assisting vulnerable migrants including victims of trafficking, capacity development of government officials to ensure safe migration and border management, migration health, skills development of migrants, ethical recruitment and poverty reduction activities.

### Supervision

Under the overall supervision of the Chief of Mission and the direct guidance and supervision of the Communication Officer at the IOM office in Vientiane, Lao PDR.

### Core Functions/Responsibilities:

The successful candidate will have the following duties and responsibilities:

1. Help design and consolidate contents for reports, press release, newsletters and other awareness raising materials;
2. Assist in note taking and translating communications materials from English to Lao and from Lao to English;
3. Support in drafting social media contents and creating infographics;
4. Support in developing and maintaining positive relationship with key local media;
5. Provide communications and photography support for IOM activities;
6. Strengthen existing internal knowledge management practices;
7. Participate in IOM or UN in-house activities as needed;
8. Perform such other duties as may be assigned.

### Training components and learning elements

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

### Eligibility and Selection

The Internship Programme aims at attracting talented students and graduates who have a specific interest in, or whose studies have covered, areas relevant to IOM programmes and activities. This Internship Programme is open to candidates of Lao nationality only.

### Required Qualifications and Experience:

- Either students approaching the end of their studies and preparing a thesis, or recently graduated; preferably completed undergraduate degree in journalism, media, migration or related social sciences fields and/or equivalent of;
- Prior knowledge or working experience in media and communications;

- Able to adapt to an international, multicultural, multilingual environment;
- Good communication skills and able to work in a team;
- Familiarity with MS Office programs, Adobe Suite, and internet applications;
- Good creative and formal writing skills in Lao;
- Knowledge or experience in design, photography, or video-editing is a plus.

#### Language:

Competent English speaking and writing skills, Excellent knowledge in Lao.

#### Required Competencies

#### Behavioral:

The successful candidate is expected to demonstrate the following values and competencies:

#### Values

- Inclusion and respect for diversity: respects and promotes individual and cultural differences; encourages diversity and inclusion wherever possible.
- Integrity and transparency: maintains high ethical standards and acts in a manner consistent with organizational principles/rules and standards of conduct.
- Professionalism: demonstrates ability to work in a composed, competent and committed manner and exercises careful judgment in meeting day-to-day challenges
- Teamwork: develops and promotes effective collaboration within and across units to achieve shared goals and optimize results.
- Delivering results: produces and delivers quality results in a service-oriented and timely manner; is action oriented and committed to achieving agreed outcomes.
- Managing and sharing knowledge: continuously seeks to learn, share knowledge and innovate.
- Accountability: takes ownership for achieving the Organization's priorities and assumes responsibility for own action and delegated work.
- Communication: encourages and contributes to clear and open communication; explains complex matters in an informative, inspiring and motivational way.

#### General Information

- Before commencing work, successful candidates will be required to obtain a fit-to-work medical certificate from his/her doctor and submit vaccination records.
- IOM only covers the Intern against occupational accidents and illnesses under the Compensation Plan (CP), free of charge, for the duration of the assignment. IOM does not provide evacuation or medical insurance for reasons related to non-occupational accidents and illnesses.
- Any work produced by interns during their internship within the framework of the duties assigned to them should be used for academic purposes exclusively. All economic and moral rights (copyright) pertaining to such work will remain the exclusive property of IOM.
- Interns are bound by staff confidentiality rules pertaining to their duties in IOM.
- Interns must commit to working full time during their internship.

#### How to Apply:

Interested candidates are invited to submit their applications via e-mail: [LaoHR@iom.int](mailto:LaoHR@iom.int) by, **03 August 2021** at the latest. Please include the reference code **LASVN2021-15** followed by your full name in the subject line and mention your preferred duration as mention above.

#### Applications should include:

- a cover letter, indicating the dates of availability.
- a curriculum vitae.

**This position open for Lao nationals only**  
**Shortlisted candidates will be contacted.**