



Vacancy Notice SVN LA10/2024/5.1

FOR THE CONSULTANCY CONTRACT OF: _____ (Full Name of Consultant)

1. **Duty Station of the Consultancy:** Vientiane Capital, Lao PDR
2. **Duration of Consultancy:** as soon as possible (11 months)
3. **Nature of the consultancy:** Media and Communications Consultant (Category A)
4. **Project Context and Scope:**

IOM is a Migration UN agency working closely with governmental, intergovernmental, and non-governmental partners. IOM is dedicated to promoting humane and orderly migration for the benefit of all.

IOM Lao PDR's Labour Mobility and Social Inclusion (LMI) unit works to foster synergies between labour migration and development, and to promote regular pathways for labour migration as an alternative to irregular migration. Moreover, LMI aims at facilitating the development of policies and programmes that are in the interest of migrants and society, providing effective protection and assistance to migrant workers and their families. Key LMI interventions include policy advice and capacity-building in labour migration management; protection of workers throughout the labour migration process; promotion of ethical recruitment and decent work, including supply chains management; information-sharing and awareness-raising; and migrant training and integration.

Under the direct supervision of the Media and Communications Assistant and supervision of the National Project Officer under PROMISE, the Media and Communications Consultant is tasked to document PROMISE project results and achievements and to provide overall communications support within IOM Lao PDR. The objective of the consultancy is to contribute to enhancing communication and visibility materials for PROMISE activities in Lao PDR, including trainings, workshops, meetings, data collection and outreach activities and to help strengthen overall communications initiatives and outreach within the IOM Lao PDR mission.

5. **Organizational Department / Unit to which the Consultant is contributing** Poverty Reduction through Safe Migration, Skills Development and Enhanced Job Placement in Cambodia, Lao People's Democratic Republic, Myanmar, and Thailand (PROMISE) – LM.0463
6. **Category A Consultants: Tangible and measurable outputs of the work assignment**

Responsibilities

Communications Support

- 1) Support the development of communication products under PROMISE project, including factsheet, newsletters, press release, press note/briefing, awareness raising materials and other materials.

- 2) Assist in developing human-interest stories across portfolios of Labour Mobility and Social Inclusion for internal and external engagement, including social media visuals, graphic and video contents.
- 3) Support in drafting, creating content, and maintaining social media contents on Labour Mobility and Social Inclusion component.
- 4) Provide necessary support on communications, photography, video production, and editing.
- 5) Enhance existing internal documentation and knowledge management through various platform on IOM's mandate in compliance with the requirements at HQ, regional, and country level.
- 6) Assist IOM or UN Communications Group (UNCG) activities as needed.
- 7) Engage in duty travel related to programme activities, as needed.
- 8) Perform other duties as may be assigned in support of the Media & Communications Unit.

Multimedia Support

- 1) Collect content on an ad-hoc basis depending on the needs of PROMISE programme approved by IOM.
- 2) Adhere to IOM Brand Guidelines and SDC guidelines.
- 3) Edit, format, and archive the photography outcome through web-based shared folder (e.g., Dropbox, Google Drive), for handover to IOM Lao PDR.
- 4) Provide support in caption all photos and video clips appropriately.
- 5) Collect a variety of images, including portraits, half-person, full-person, or group activity scenes.
- 6) Collect a variety of short video clips, between 15-30 seconds each.
- 7) Deliver content to IOM for review and feedback no later than 7 working days after each ad-hoc job completion.
- 8) Following the completion of the contract, IOM reserves the exclusive rights to all materials and content which cannot be used without IOM's permission.

7. Performance indicators for the evaluation of results

- Satisfactory completion of all tasks listed above;
- Timely submission of all key deliverables listed above;
- Adherence to IOM Brand Guidelines and other visibility requirements;
- High quality of audio-visual and written materials.

8. Education, Experience and/or skills required

- Degree in Communications, Design, Political or Social Science, International Relations, International Development, Journalism, Social Sciences, or a related field
- Professional experience in digital content creation, including graphic design, photography, videography, and editing;
- Demonstrated competency in writing captions and short paragraphs or stories in English to accompany multimedia content;
- Experience managing or moderating social media channels or online communities is preferred;
- Experience working with an international or intergovernmental organization is an advantage;
- Experience working on issues related to migrant and vulnerable populations in Lao PDR is an advantage;
- Confident user of MS Office, Adobe Creative Cloud or other similar photo/video-editing applications;
- Capacity to work independently with minimal supervision;
- Personal commitment, efficiency, and flexibility;
- Gender-sensitive, culture-sensitive, and able to work with colleagues from different cultural backgrounds;
- Fluency in Lao and English (oral and written) is required.

9. Travel required.

Project activities will be taking place nationwide. The precise workplan and travel requirements will be determined and agreed on before signature of contract.

Travel and DSA costs will be covered by IOM.

10. Competencies

Values

- **Inclusion and respect for diversity** respects and promotes individual and cultural differences; encourages diversity and inclusion wherever possible.
- **Integrity and transparency:** maintain 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.

Core Competencies – behavioural indicators.

- **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.

How to Apply:

Interested candidates are invited to submit their applications to the IOM Lao Human Resources Unit at LaoHR@iom.int by **16 May 2024** (midnight) at the latest. Kindly indicate the reference code: **SVN LA10/2024/5.1**, followed by your full name, in the subject line.

Applications should include:

- Curriculum vitae
- Cover letter/letter of motivation.
- Sample work (provide link if available; examples include videos and photos published/or other official publications)

Only shortlisted candidates will be contacted.

Posting period:

From 3 May 2024 – 16 May 2024.