

The Land Information Working Group is looking for the position of **Communication Officer** based in Vientiane Capital, Lao PDR.

Terms of References for Communication Officer

October 2021

Line Manager: International Coordinator

The Communications Officer is responsible for:

- All external and internal communication of LIWG.
- Developing and implementing a LIWG communication strategy in line with the LIWG strategy
- Lead the production of knowledge-based information materials for internal and public dissemination

Main tasks and duties:

- Collect and synthesize/repackage news, documents and information related to the land sector to be shared with the membership and other platforms (i.e. LaoFab, LaoLink, INGOs network...) both English and Lao language;
- Collect, take pictures and synthesize LIWG member activities, events for dissemination and archives;
- Lead and maintain the LIWG's Facebook page, website and google group by devising creative contents (i.e. infographic and other communication methods), posting them regularly, and responding to public's questions and comments on the post when it's necessary;
- Develop, design and update LIWG materials (LIWG brochure, strategy hand-outs, policy briefs, package for Development Partners, INGO, embassies....);
- Facilitate the dissemination of relevant research, studies etc... and disseminate LIWG's information through events and activities;
- Develop and design knowledge management products;
- Development and disseminate the LIWG quarterly E-Newsletter;
- Update the core membership list and Google group (mailing list);
- Develop relationships with national and regional media contacts (and social media influencers);
- Identify relevant news articles, case study, studies that can support LIWG advocacy works and monitoring of policy changes;
- Provide technical support for online meeting;
- Closely work with Web developer to ensure the LIWG website work properly and it's user-friendly;
- Represent LIWG at events, workshops, meetings where needed and then write up about those events and share in the LIWG communication platform
- Facilitate translation of relevant communication (and translate upon request);
- Take minutes of meeting upon request

Website: www.laolandinfo.org

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Qualifications:

- At least 3 years of professional experience in the field of communications for INGOs/NGOs or NPAs in Laos in the areas of land and natural resources
- Minimum of a Bachelor's Degree in Communications, Environmental, Social fields or equivalent professional experiences

Required knowledge and skills:

- Ability to write synthesize clearly and concisely in both English and Lao
- Well knowledge on the use of social media platform (i.e. Facebook)
- Ability to use basic of graphic design and Microsoft Office programs
- Excellent communication, interpersonal, and leadership skills.
- Ability to be creative and proactive to work
- Ability to work well independently and also with the teams, partners and members
- Highly organized and attentive to detail
- Knowledge and understanding of the political, economic and social contextual factors of Laos in relation to the development sector, especially on land issues.

Interested and qualified candidates are invited to send a Cover Letter and recent CV to asc@laolandinfo.org (Ms. Phetdalay, LIWG Assistant Coordinator) by **30th October 2021**.