



Vacancy Announcement

National United Nations Volunteer (UNV): Community Mobilisation and Coordination Officer (Xieng-Khouang Province)

Duty station: Xieng-Khouang Province, Lao PDR

Background:

The National UN Volunteer will work in Nong Hat (Xieng-Khouang Province), Lao PDR for the Enhancing People's Participation through Community Radio (EPPCR) implemented jointly by Ministry of Information, Culture and Tourism of Lao PDR and UNDP Lao PDR. The EPPCR aims to ensure that locally managed community radios support rural populations in making informed decisions through greater access to information and increased opportunities to participate in local development.

Description of tasks:

Under the direct supervision of the Project Manager and the International UNV, the national UN Volunteer will work towards the outcome of the project and undertake the following tasks.

Coordination 45%

- Support the radio stations as assigned and liaise with other national UNVs serving in the other project sites to share best practices
- Travel to the assigned radio stations regularly as authorized by the Project Manager
- Conduct local data collection that can be used to measure the progress of the project
- Train local groups on data collection tools and processes
- Report back on the implementation of activities
- Knowledge sharing events organized and knowledge transfer tools and techniques including on-the-job-training applied to address capacity, sustainability and scaling up issues across provinces and community radio stations
- Identify and take stock of lessons in bottom-up communication practices for dissemination and informed decision-making
- Establish a strategic partnership between local Government, radio stations, other development projects in the area and private sector
- Provide other support to the Project Manager and UNDP as required

Mobilization 45%

- Implement training on recruitment and management of volunteers and volunteer activities, as well as volunteering for local governance, in support of the mobilization of community volunteer groups and to make national volunteer action sustainable
- Establish community volunteer groups and volunteer activities among the local community
- Collect volunteer stories and promote national volunteer action for development in Lao PDR
- Implement workshops to increase the capacity of local volunteers on how to develop broadcasting materials to contribute to the community radio

Other 10%

- Support the daily work of the radio station

Qualifications/Requirements:

Communication Skills:

- Excellent communication skills in Lao (written and oral)
- Local ethnic language skills are desirable
- Knowledge of English is an advantage

Professional knowledge and experience:

- Experience working with local Government
- Experience working at the community level in community mobilization
- Experience working in radio broadcasting
- Knowledge of ethnic groups' culture and languages
- Experience working as a volunteer desirable

Competencies

- Enthusiastic Lao national with experience in community development.
- University degree in social science, international development, communications preferred but not required. Alternatively, 3 years of work experience with the community radio. Women candidates and candidates with an ethnic group background are particularly encouraged to apply.
- Promotes a learning environment, encourages the development of competencies of the Lao team members and the community
- Excellent networking, organization and team skills
- Ability to work independently and take initiative
- Interest in promoting volunteerism
- Sensitivity to gender and disadvantage groups' issues

Benefits:

- Monthly living allowance of US\$587
- Settling-in-grant
- Orientation and training allowance to support capacity development
- Resettlement allowance for satisfactory service
- Medical and life insurance
- Annual leave

Apply:

Submit application to Ms. Khamkhoun Xayalath (khamkhoun.xayalath@undp.org) by **17 December, 2017**. Application form can be downloaded <http://bit.ly/2zR5O9I>.

United Nations Volunteers is an equal opportunity programme which welcomes applications from qualified professionals. We are committed to achieving diversity in terms of gender, nationality and culture.