I. IDENTIFICATION OF THE POST

Title: National Intern  
Sector of assignment: Communications  
Organizational unit: UN Resident Coordinator’s Office in Lao PDR  
Country and Duty Station: Vientiane, Lao People’s Democratic Republic  
Internship duration: 6 months with a possibility of extension

II. CORPORATE BACKGROUND:

The UN Country Team (UNCT) is led by the UN Resident Coordinator (RC), the designated representative of the UN Secretary General in the Lao PDR. The RC leads the UN’s overall engagement and cooperation with Lao PDR, and strategic guidance and coordination for the operational activities of the UN System and its agencies, funds and programmes at the country level, ensuring that the UN System is able to provide efficient and effective development support.

The Resident Coordinator’s Office (RCO) serves as the secretariat to the RC and UNCT, providing organizational, advisory and management support, and facilitating the UN System’s joint strategic planning. The RCO draws on the expertise and experience of the entire UN family, promoting information exchange, cooperation and collaboration among UN agencies, and supporting joint initiatives, for instance on the localization of the Sustainable Development Goals (SDGs).

III. INTERNSHIP OFFICE BACKGROUND:

The Intern will work as a member of the RCO Communications team. Under the supervision of the Communications and Partnership Support Officer, the Intern will support communication activities undertaken by the UN Communication Group in Lao PDR and in line with the Joint UN Communication Strategy in Lao PDR.

IV. DUTIES:

The intern will support the RCO Communications team with the following duties and responsibilities as part of the team’s ongoing work to support the Joint UN Communications strategy 2017-2021:

1. Contribute to content creation and production of communication materials in Lao and English (e.g. text, visual, audio-visuals, etc.);
2. Assist with social media analytics and management as requested;
3. Support the RCO Communications team’s organization of events;
4. As requested, provide back-stopping assistance with English/Lao and Lao/English translation and monitoring of Lao media;
5. Provide assistance to administrative and procurement tasks;
6. Support other ad-hoc assistance as requested.
7. Promote and advocate for the fundamental values, standards, and principles of the UN Charter, including respect for and protection of human rights. Ensure that human rights are promoted, respected, protected, and advanced through, within, and by their own organizational entity/unit.

IV. REQUIREMENTS AND QUALIFICATIONS

The internship is open to Lao Nationals as an opportunity to gain on-the-job training and experience and knowledge of the UN System's support to Lao PDR.

Education:

Candidates must meet at least one of the following educational requirements:
- Currently enrolled in final year of a Bachelor's degree programme; or
- Currently enrolled in a Master's degree programme; or
- Recent graduate (not more than one year) from a Master's degree programme or equivalent.

Field of study: Communications, international relations, development, journalism or related field.

IT skills:
- Strong experience with use of Microsoft Office tools;
- Experience with graphic design (Adobe Creative Suite) and video editing software is desirable.

Language skills: English (fluent), Lao (fluent) is required.

Other competencies and attitude:
- Demonstrated interest and/or experience in communications, journalism, international relations, development, marketing or related field is required;
- Capacity and interest in creation of communication materials, including written, visual and audio-visual content;
- Willingness to learn and support event organization;
- Strong analytical skills;
- Interest and motivation to work in an international organization;
- Desire to learn new skills and take on new tasks;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
- Consistently approaches work with energy and a positive, constructive attitude.

This internship is full-time, five days per week (40 hours), but flexibility is allowed for education programmes; a stipend is included but is not intended as salary, but as a means to provide equal learning opportunities for all interns; Interns are not staff members and may not represent the UN System in Lao PDR in any official capacity.
The United Nations is committed to achieving workforce diversity in terms of gender, nationality and culture. Individuals from minority groups, indigenous groups and persons with disabilities are equally encouraged to apply. All applications will be treated with the strictest confidence.