

ILSTA is building up its country team in Laos and is recruiting a highly motivated: *Media and Information Officer*

Location: Vientiane and provinces, Lao PDR

Duration: 1 year (full time), with the possibility of being renewed

DUTIES AND RESPONSIBILITIES:

The incumbent will under the general direction of ILSTA:

- Represent ILSTA in media events
- Act as MC in special events;
- Prepare/produce audio-visual press and educational materials;
- Correspond with national authorities and foreign representations;
- Update ILSTA webpage and social media;
- Participate in field missions;
- Editing videos and creating infographics;
- Maintain a database and collect relevant data etc.
- Assist in monitoring and keeping track of transactions and maintain administrative files;
- Respond to other staffing needs and duties as required.

QUALIFICATIONS:

- University Degree in relevant field;
- Excellent verbal and written communication skills in Lao and English (other languages);
- Good judgment and strategic awareness, to get the best use of resources and identify opportunities for improvement and provide solutions;
- Good organisational and presentation skills;
- Proficient in use of *Word, Powerpoint, Excel, Adobe illustrator, Canva etc.*;
- Personal drive and the ability to be a self-starter as well as a good team player;
- Interest in development cooperation and administration of projects;
- Available to travel to the provinces;

ILSTA offers:

- A friendly and dynamic work environment.
- A competitive salary package according the profile of the incumbent.
- Career development opportunities.

Applicants should submit a motivation letter, CV and references to: contact@ilsta.org

Or

Institute for Legal Support and Technical Assistance (ILSTA)
NNN Building, 6th floor, Bourichane Rd., Ban Phonsinuan, Vientiane Lao PDR

Only short-listed candidates will be contacted for an interview. Grade according to qualifications and experience.