

Terms of Reference (Draft 17 June 2014)

Title:	Communication Assistant
Contracting Authority:	Environment Protection Fund (EPF)
Location:	EPF Office in Vientiane with trips to other Project Provinces
Duration:	12 months renewable (subject to satisfactory performance)

Background

1. The Environment Protection Fund (EPF) is a financially autonomous institution under the Government Office. It was established in 2005 to strengthen environmental protection, sustainable natural resource management, biodiversity management and community development in Lao PDR. It manages an endowment provided by the Asian Development Bank (ADB) and voluntary contributions from hydropower and mining companies. In addition, the Government of Lao PDR (GoL) received financing from the World Bank which it has entrusted EPF to implement through its standard sub-project mechanism in three of its five financing windows (Community and Biodiversity Investment (CBI), Policy Implementation and Capacity Enhancement (PICE) and Water Resource Management (WRM). The EPF responds to a Board, chaired by the Deputy Prime Minister and co-chaired by the Minister of Finance and is managed by a secretariat, the EPF Office (EPFO). A Technical Committee (TC) has been appointed to assist with sub-project review, approval and supervision.

EPF Operations

2. The EPF operates a sub-project mechanism dispatched through five thematic windows. The administration of the sub-projects is guided by various instruments covering sub-project operations, monitoring and evaluation, financial management and procurement. The EPFO is led by an Executive Director (ED) and a deputy. Four management units are proposed to be established with support from LENS2: Operations, Finance, Procurement and Administration. The new Operations Unit will include the following technical positions: a safeguard officer, M&E officers, three subproject coordinators/facilitators assisting with development and supervision of sub-projects at central and provincial level and a fundraising/communication officer. At the same time, the EPFO is launching a change-management process to optimize its organization and staffing in order to be able to handle a large portfolio of sub-projects more efficiently.

Objective of the assignment

3. The objective of the assignment is to enhance the external communication function of EPF.

Scope of the assignment

Specific duties and responsibilities include:

- Assist in preparing and implementing annual action plan of Information Strategy
- Assist in Developing and maintaining EPF documentation system.
- Assist preparing monthly progress report, quarterly report and annual report
- Assist in developing the information operation manual
- Assist in maintaining Public Information Center and dissemination of information
- Assist on developing and maintaining a simple management information system (MIS)
- Develop and maintain EPF website.
- Coordinate with other EPF divisions, outside agencies and strategic partners

- Perform other tasks within reasonable scope assigned by management.

General principles

6. All EPF staff are expected to observe at all times the highest standard of professional ethics and integrity, promote results-oriented approach in the area of his/her responsibility and accountability and report irregularities to their supervisors.

Reporting

5. The Communication Assistant will work under the supervision and guidance of, and report to, the fund raising and Communication Officer .

Duration

9. This assignment is a 3-year contract renewable based on an annual performance evaluation. The assignment will start with a 3-month probation period.

Experience and qualifications

7. Candidates should demonstrate skills and core competencies to deliver and attain results expected above, along with ability in interpersonal relation and communication, and in working effectively with a wide range of constituencies in a diverse working environment. It is also expected he/she should be adequately experienced in and comfortable working with public institutions similar to those in project document context.

- Minimum Bachelor's Degree language, journalism, mass communication, advertising, marketing other equivalent degrees (IT is not considered a relevant field).
- Minimum of 3 years experience related to communication (journalism, radio, awareness building, marketing, etc.)
- Exposure to communications production and marketing including, web-based applications , social media networking as well as on-line campaigning:
- Exposure to information, communication, marketing, advocacy and ability to relate to mass media:
- Ability to utilize modern communication tools and software's
- Good command of spoken and written Laos and English

Other (optional)

- Willing to travel and spend time in provinces;
- Women, are strongly encouraged to apply;
- Only short listed candidates will be called for an interview.

Source of information

*Environment Protection Fund,
2nd floor, MoNRE Building, Sidamdouan Road, POBox: 7647, Vientiane
Tel: (856-21)252739; Fax: (856-21)252741;
Website: <http://www.laoepf.org.la>*