

Title: **Public Information Officer**
Number of Position: 1
Direct Reporting to: Head of Community Development Division
Close coordination with: Operation Communication Officer and CD team members
Duty Station: PRF national office in Vientiane with regular missions to targeted provinces, districts and Kum ban
Contract Type: A one-year contract renewal subject to annual performance review with an initial probation period of 3-6 months

Description of Duties and Responsibilities:

- Disseminate all information (prepare in both Lao and English) regarding PRF at the national, provincial and district levels.
- Support Information-Education-Communication (IEC) team in the development of appropriate IEC material that can effectively articulate the goals and objectives of the PRFP to rural communities.
- Extend the media campaign to inform the general public and international community, particularly in the context of Community Driven Development (CDD).
- Work closely with all PRF's staffs and donors to address the IEC needs of the project.
- Organize workshops for PRF's staffs and donors in the use and creation of IEC tools.
- Plan, supervise, monitor and evaluate all activities related to the Public Information component. Write reports and share the results with the PRF team.
- Create and broaden networks as well as cooperate with other media (the television, radio, newspaper etc.) and concerned ministries, NGOs, Mass Based Organizations (MBOs) etc. at the national, provincial, district levels.
- Use when appropriate IEC material from other networks as well as partners and disseminate their content.
- Support PRF staff at each level of the project in IEC related activities.
- Contribute to enabling the PRF in reaching and empowering poor communities.
- Provide updated information and update the PRF website
- Coordinate with the Monitoring and Evaluation Division (M&E) for bringing essential outcomes/issues to disseminate to the public.
- Make PRF's quarterly newsletter (prepare in both Lao and English) to update the progress of PRF and distribute to donors, Government of Lao, media, NGO, International Organization for development and general public by either means of communication tools.
- Perform other duties entrusted by the PMT as necessary.

Qualifications and experience:

- A University degree in one or more of the following disciplines: communications social marketing, journalism, international relations, public relations or other related fields,
- At least three years of professional experience as a journalist, public information officer or professional writer, including experience in the preparation and production of materials for publication or IEC tools;

- Leadership skills with competencies in facilitation, organization of meetings and workshop community mobilization.
- Ability to work independently, within an interpreted framework of the project's requirements;
- Creativity;
- Good interpersonal and management skill;
- Willingness to work in rural areas in order to assist related IEC activities.
- Comprehensive computer skills including desktop publishing, graphic design, word, data, and visual material processing skills;
- Fluency in written and spoken English and Lao;
- Ability to translate between Lao and English.