

## **TERMS OF REFERENCE (ToR)**

### **PR and training assistant**

The Microfinance Association – MFA was established in May 2007 by a group of microfinance practitioners as a platform to exchange experience, represent microfinance sector interests and coordinate donor activities. MFA is a Non Profit Association (NPA) under –the Ministry of Home Affairs (MoHA) and –the Bank of the Lao PDR (BoL). Present donor/funding agencies are: ADA, GIZ and UNCDF/UNDP. The MFA is looking for a qualified and reliable **PR and training assistant**.

#### **To be base in Vientiane Capital**

#### **Starting date: As soon as possible**

The Project assistant will be responsible for:

- Supporting the general director with strategic orientation of public relation/ communication activities
- Assuring the quality of articles from MFA/members/partners (e.g. publications, press release, the internet etc.)
- Develops suitable communication instruments for PR (e.g. brochures, factsheets, advertising material, PowerPoint presentations on MFA)
- Maintain and update email distribution lists
- Assist deputy director by collecting performance data from members and monitor it
- Assist general director by preparing MFA newsletter
- Maintain/update MFA library
- Manage content of Website and collect and upload documents for Website
- Maintain good relationship with member/partner/stakeholders
- Translate memos, letters and reports from English to Lao and vice versa
- Forward relevant microfinance information (re: training, workshops, events, etc.) via the MFA roster
- Collect, prepare, produce and disseminate relevant microfinance sector information to members and non-members:
- Request and encourage members to provide relevant information for updating the MFA website
- Attend MFA working group and other relevant meetings when requested by the Management/Board
- Provide IT support and be responsible for regular back-up of office file
- coordinates media activities with members/partners/stakeholders
- creates and updates a national media file
- writes and sends out press releases
- Assist Head of Administration and finance for training organization, be master of ceremony/support during training and replace her while her absent
- Performs other duties and tasks at the request of management

**Required qualifications, competences and experience**

- High diploma or higher degree in Information Technology or communication or administration or similar area
- At least 2 years' professional experience in a comparable position
- Experiences in public relation/communication or training will be an asset
- Good spoken and written English and Lao language skills
- Good computer skills (familiar with windows, excel, power point, internet)
- Be capable of working independently
- Friendly and able to work in a team
- Flexible, initiative and willing to learn

**Start: ASAP, 1 year contract with probable extension**

Interested applicants should submit a full application to:

Microfinance Association (MFA), Unit 13, Simuang Village, Sisattanak District, Vientiane Capital.

Tel: (+856-21) 226 018/ +85630 948 1265, Fax: (+856-21) 226 019,

Email: [mfa@laomfa.org](mailto:mfa@laomfa.org), Website: [www.laomfa.org](http://www.laomfa.org)

**Application closing date is 8 December 2017**