

TERMS OF REFERENCE

Volunteer for WWF-Laos

Communication Department

Position title:	Earth Hour Volunteer for WWF-Laos
Duration:	<i>Mar 1st-20th, 2016</i>
Directly reports to:	Communication Manager
Location:	WWF-Laos Head Quarter Office, Vientiane, Laos

Background:

WWF-Greater Mekong – on the ground in Cambodia, Laos, Myanmar, Thailand and Vietnam – is working to conserve the region's biodiversity and build a secure and sustainable future for people and wildlife. WWF has a long history of engagement in the Greater Mekong and has been active in Laos since 1990. WWF-Greater Mekong works with government, industry and civil society partners to ensure that, as the region develops, it safeguards the natural riches that so many depend on and that drive the region's economic future. Find out more at www.panda.org/greatermekong.

WWF-Laos is planning to organize several events in March 2016, including the Power sector Vision regional report launch, awareness raising activities at the Lao National University and an Earth Hour event at WWF-Laos office on Mar 19, 2016.

I. Major Duties and Responsibilities:

Work with the WWF-Laos communication team and Admin Officer to prepare the launch of Power Sector Vision report conference and press conference, Renewable Energy and Energy Conservation mini-forums in partnership with the Lao National University, as well as an Earth Hour 2016 celebration event by providing the following:

1. Support coordination with suppliers for any materials needed
2. Support coordination with the university partners for event preparation
3. Support coordination with press/media to cover upcoming events
4. Produce drafts of invitation letters and support distribution to relevant partners, organizations, private sector companies, government and others to ensure their

participation to the event

5. Procurement: Support Communication Dept. and Admin Officer on collecting quotations for various events
6. Assist Communication Dept. with coordination of printing materials for the conference and activities
7. Assist Communication Dept. with transportation coordination and other logistics for all activities
8. Assist Communication Dept. and Admin officer in organizing meetings & secure venues
9. General logistics support to Admin officer
10. Others general task as required

II. Profile

Required Qualifications and Experiences:

- High school diploma
- University Degree and recent graduate (preferable)
- Experience in organizing events

Skills

- Able to communicate in English
- Be able to drive (preferable)
- Skilled in verbal communication
- Skilled in logistics

III. Benefits

- WWF-Laos will support the following cost of your expenses. 100 USD stipend.
 - Transportation
 - Meals
 - Other expenses when required

♣ WWF-Laos will also provide a certificate for this supporting role up-on satisfactory completion.

IV. Application dateline and starting working date

- Dateline for this volunteer application: 26th Feb, 2016
- Starting work day: 1st Mar
- Last work day: 20th Mar 20, 2016

V. How to apply

- Send the application directly to the attention of the Communication Officer:

bounpone.sookmexay@wwfgreatermekong.org

- You can call for more information Tel: 021 216080 & 78008033