**Vacancy Announcement**

**Education Program Manager**

Organization: Action Education Laos (AEL)

Type of Position: Full-time

Nationality: Lao Nationality

Duration: 12 months with possible extension

Work station: Unit 39, Hom/street 15; Phonphanao Village Xaysettha District; Vientiane Capital.​​

Deadline: Jan 31, 2023

Salary range: 1,000 – 1,500 USD

Grade: **D2**

Contact person: Vithanya NOONAN,

Phone/fax: 021-263 432

Email: [vithanya.noonan@action-education.org](mailto:vithanya.noonan@action-education.org)

**About Organization**

For more than 40 years, Action Education (formerly Aide et Action), an international association for development through education, has been ensuring access to quality education for the most vulnerable and marginalized populations, especially children, girls and women, so that they can all control their own development and contribute to a more peaceful and sustainable world. We are running 91 projects in 20 countries in Africa, Asia and Europe - including France - for more than 1.5 million people. AE Laos started its program in 2006 and several projects have been developed and implemented in education sector. AE Laos is looking for an enthusiasm colleagues to join our team for the post of ***Education Program Manager***

**Key Responsibilities**

* Provide initiatives and support the development and management of operational plans to strengthen existing projects and develop new project innovative concepts focusing on technical aspects educational development, according to Lao context.
* Manage and implement AE Laos projects to achieve the desired results,
* Provide support to the team, local partners and contribute to the capitalization of AE procedures in planning, budgeting, monitoring, training and evaluation of the program.
* Liaison with the government at all levels to ensure the participation and ownership of stakeholders.
* Draft Memorandum of Understanding/Agreement (MOU/A) and other legal partnership agreements.
* Participate in identifying potential partners and areas of interventions and contribute to the project designing, research, regular monitoring of lessons learnt as well as feedback sessions with the project team.
* Strengthen the relationship and network with representatives from institutional partners, government counterpart, UN agencies, International and local NGOs.
* Represent AE to different forums and keep abreast of trends in education for advocacy/ collaboration and promote organizational niche/thematic at national and regional levels.
* Support on communication and fundraising
  + Produce articles from field projects and other tasks with the request from various offices to promote the work of Laos programs
  + Coordinate sponsors’ visits and volunteer trip to the field from time to time
* Other tasks will be assigned by the supervisor.

**Qualifications**

* **A Master’s Degree** in Development Management, Social Science or Education Development, International Relations or related disciplines;
* **At least** **5 years** professional experience in a managerial role, with demonstrated successes in managing teams, program implementation and management, new business development, and working through delegated functional leaders.
* Experience in the education setting and practices, theory of change, result-based management, project cycle management, measurement of quantitative and qualitative impacts;
* Excellent organizational and time management skills, with the ability to multitask and prioritize.
* Outstanding interpersonal skills with the ability to work with multiple teams and effectively influence / engage at the executive level;
* Advanced writing, editing, negotiation, and presentation skills;
* Strong computer skills;
* Demonstrated budgeting skills;
* Strong quantitative and qualitative analysis skills, including the ability to analyze and synthesize information for programmatic decision-making;
* Experienced networker with excellent presentation, communication and negotiation skills, and ability to develop strategic partnerships for enhanced funding;
* Ability to work independently and efficiently, with minimal supervision with detail-oriented and proactive approach to problem-solving.
* Ability to be flexible in the face of changing priorities and maintain a sense of humor.
* An energetic self-starter with resilience, able to perform in a fast-paced environment, with excellent interpersonal skills.
* Superior oral and written communication skills in English. French is an asset.
* Valid driver's license may be required.

**Core Competency**

* **Leading for Change:** Capable of developing strategic shifts to adapt to the changing environment that keep the organization relevant and competitive.
* **Working with People:** Shows respect for the views and contributions of other team members; shows empathy; listens, supports and cares for others; consults others and shares information and expertise with them; builds team spirit and reconciles conflict; adapts to the team and fits in well.
* **Communicating Effectively:** Effectively shares information among others to reach a common understanding, to allow informed decision-making and as a basis for coordination as well as quick and effective performance across the organization; is proactive in communicating and keeps the needs of the receiver in mind in particular internal and external stakeholders and clients; follows up on communications; engages in constructive 2-way feedback; listens actively and consults others as required before communicating.
* **Drive for Results:** Sets high standards for quality of work; monitors and maintains quality of work; works in a methodical and orderly way; consistently achieves project goals; focuses on the needs and satisfaction of internal and external stakeholders; accepts and tackles demanding goals with enthusiasm.
* **Child Protection:** Applies the highest standards to ensure the safeguarding of children in accordance with our Child Protection Policy.

**Compensation:**   *AE provides a competitive salary and benefit package including Pension fund, Severance, 13th Month Salary Insurance for staff, and salary range 1,000-1,500 USD.*

Interested applicants should submit an application letter and a Curriculum Vitae (CV) to Action Education Laos, Unit 39, Hom/street 15; Phonphanao Village Xaysettha District; Vientiane Capital. Lao PDR; Tel/Fax: (856-21) 263 432; E-mail: [vithanya.noonan@action-education.org](mailto:vithanya.noonan@action-education.org) ; All application documents will be treated confidentially and only short listed candidates will be contacted for interview.

**Deadline:** The deadline for submission of the application letter and CV is **18 September 2023**, and submitted documents will not be returned to the candidates. We will review those candidates who submit early due to the urgent need of the post.