



## **We are looking for enthusiastic, dedicated development professionals interested in long term careers with a major international children's NGO.**

Plan International is an independent development and humanitarian organisation that advances children's rights and equality for girls. Working together with children, young people, our supporters and partners, we strive for a just world, tackling the root causes of the challenges facing girls and all vulnerable children. Plan, one of the world's largest children's INGOs, works with children and poor communities in 50 countries.

Currently we work in Vientiane Capital, Bokeo, Oudomxay, Saravan, Luang Prabang and Vientiane Provinces, in basic education, early childhood development, health and nutrition, water, sanitation and hygiene, adolescence and youth economic empowerment. Plan has no religious or political aims or affiliations. Visit [www.plan-international.org](http://www.plan-international.org) for more information.

Plan is an equal opportunity employer. **We strongly encourage applications from women, members of ethnic groups and people with disabilities and LGBTQA+ colleagues.** Plan offers competitive salaries and long-term employment opportunities for all posts.

Plan International Laos is looking for a **Lao National** for the following position:

### **District Coordinator** (Based in Paktha District, Bokeo Province)

#### **Duties and responsibilities:**

- Assist Project Manager in working with NPA partners, ensuring communications to NPA partners are timely, coordinated and coherent
- Participate in provincial and national coordination meetings and other relevant meetings with NPAs network assigned by Project Manager and Head of Adolescent Development and Participation Program
- Work with schools, communities, CSO and DESB to identify training needs to ensure trainings are designed to fit specific needs of the target groups
- Provide induction and refresher training to new and current staff in the team in coordination with Safeguarding Training Coordinator, Gender Advisor and MEL Coordinator, as require.
- Organize, deliver and/or coordinate capacity building activities in accordance with NPA partners' capacity development plans for their staff
- Identify good practices and lessons learnt on various aspects of Adolescent SRHR, and facilitate shared learning on SRHR, gender equality and inclusion across project
- Support the Project manager to lead the implementation of the project, including FAD and grant compliance and on time implementation of the activities
- Assist NPA partners to operationalize M&E frameworks, implementation plans and budgets in line with the donor approved project designs
- Handle required cash advances according to Plan Finance policies as well as expenditure reports to clear these advances with transparency.

#### **Requirements:**

- Degree in relevant field (Health, social work, law, social science, etc.)
- 5 years' experience in participatory community development with international organizations
- Knowledge of sexual and reproductive health rights, gender equality, including child rights, participation, protection, gender equality and partnership
- Experience in project/grant management, including planning, budgeting and reporting
- Skills engaging directly with women and children in remote, ethnic group villages
- Very good English essential
- Good coordination, facilitation and training skills
- Knowledge of an ethnic minority language an advantage.

#### **FOR ALL PLAN POSITIONS:**

- We strongly encourage equally qualified female candidates to apply
- Strong commitment to the equal rights and participation of girls and women is essential
- Strong commitment to the Rights of the Child is essential
- Plan does not tolerate child abuse. All Plan staff are selected and employed in line with the conditions of Plan's Child Protection Policy. These include appropriate reference and background checks
- Applications will not be acknowledged. Only short-listed candidates will be contacted. No correspondence or telephone calls will be entered into
- Short listed candidates will be required to attend panel interviews and other selection procedures.

**CLOSING DATE FOR APPLICATIONS: 28<sup>th</sup> March 2024**

#### **TO APPLY FOR THIS POST:**

Send your resume/CV, and cover letter. In the cover letter please state on a separate page your preferred **start date, names and contact details of three referees and your salary expectations for each position**, to **Plan International Laos, Vientiane, Lao PDR**, or to [PlanLaos.JobVacancies@plan-international.org](mailto:PlanLaos.JobVacancies@plan-international.org)

Please state in cover letter how you learned about the job – through emails, INGO Directory, 108 Jobs, or friends.