



Are you looking for a new, challenging job opportunity at a not-for-profit, development organization in a fun team with a great passion for helping others? Child's Dream Foundation in Luang Prabang, Lao PDR is seeking an ambitious

## Project Coordinator – Lao PDR

**Starting date of position – as soon as possible**

Together as a team, we at Child's Dream are here to empower people in the Mekong Sub-Region. We do this by working in partnerships with communities to improve the health and education of their children, youth and young adults for sustainable development.

Our project team needs your support in implementing various education infrastructure projects and in facilitating their monitoring and evaluation processes, which directly benefit youth, adolescents, and communities in Lao PDR.

### **Your duties and responsibilities include but are not limited to:**

#### **Programme development**

- Support the development and implementation of our School Construction programme strategy in Lao PDR
- Assist and implement school construction programme procedures and departmental strategy with the Country Director, ensuring alignment with Child's Dream's mission and goals

#### **Project implementation**

- Implement education infrastructure, school construction projects, with regular field visits for monitoring purposes and to ensure quality standards
- Build and maintain effective networks and relationships with communities, educators and government officials
- Plan for school construction project activities including cost estimation, budgeting, timeframes, log frames, contracts and baselines in collaboration with community leaders, teachers and partner organisations
- Manage project budgets and payments

#### **Planning, Monitoring & Evaluation**

- Collaborate with the Planning, Monitoring & Evaluation department to develop evaluation plans, implement them, and report on outcomes
- Coordinate surveys for new school construction projects
- Manage data collection and analysis
- Evaluate outcomes and report to the Head Team
- Prepare timely reports on project progress in English for education infrastructure projects

**We are looking for a person with:**

**Education and work experience**

- A strong interest in working for an NGO and to contribute to our vision and mission
- A bachelor's degree or equivalent education
- At least 3 years of work experience in managing school construction projects and/or Monitoring & Evaluation experience in an NGO or similar field

**Soft skills**

- Great attention to detail, a critical mind and problem solving skills
- Good organisational and time-management skills
- Strong communication and interpersonal skills
- Ability to build trust and strong relationships with all our stakeholders

**Hard skills**

- Desirable qualifications include experience in conducting trainings, community engagement and development, and managing construction projects
- Experience in project management and budgeting
- Solid IT skills (MS Word, Excel, Power point, E-mail)

**Language skills**

- Proficiency in Laotian is required
- Intermediate level written and verbal English language skills

**Other requirements**

- Willingness and ability to travel frequently
- A driving license

**What we offer:**

- A full time position in our office in Luang Prabang, Lao PDR with an unlimited contract
- A multicultural working environment with more than 14 nationalities in the region
- A working culture based on trust, constant exchange, lean hierarchy and constant learning and development
- The salary will be determined based on relevant work experience, skills, and knowledge, with additional monetary and non-monetary benefits provided

Did we spark your interest? Wonderful! Please send your full application in English (including motivational letter, salary expectation, resume, two references and certificates of education) to [nyein@childsdream.org](mailto:nyein@childsdream.org)

The application deadline is **27<sup>th</sup> April 2024**.

We will of course confirm that we have received your application and get in contact with you again if you are selected for an interview. The interviews will be done on a rolling basis.