



Until we are all equal

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 International, 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 development and participant, and skills and opportunities for youth employment and entrepreneurship. Plan International has no religious or political aims or affiliations. Visit www.plan-international.org for more information.

Plan International 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:

Project Assistant, Communications Unit

(Based in Houn District, Oudomxay Province)

Duties and responsibilities:

- Assist programme/project staff to run their activities when required.
- Collect other information from communities as required for donor reporting and communications, village/community case studies and village profiles.
- Support and provide necessary information to Communications Coordinator for preparing budget for travel and activities.
- Communicate to village chiefs and members of communities the role of Plan International, Plan's commitment to gender equality and child protection, and the way we work with communities and the government.
- Ensure Plan International's Safeguarding Children and Programme Participants Policy is applied to all work.
- Provide necessary information and photograph of disaster in their working area when required.
- Monitor Plan's logo usage in their working area and report to Communications Coordinator.
- Annual collection of demographic data from the villages and districts in which Plan International Laos works.

Requirements:

- At least 1-2 years working experience in community development and other related fields along with experience working with children.
- Ability to develop activity plans, monitor and evaluate the daily activities.
- Ability to coordinate with people at different levels.
- Ability to work with children and young people.
- Knowledge in community development, knowledge of child protection and gender equality is preferred.
- Basis English language.
- Computer skills in Office applications.

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 International 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: 13th August 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

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