



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, 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](http://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 Coordinator**

(Based in Houixay District, Bokeo Province)

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

- Assist in managing the project budget ensuring that it aligns with Plan International's policies and compliance.
- Assist in managing and mentoring full-time and part-time project staff, providing guidance and supervision, ensuring completion of their assigned activities.
- Ensure integration of climate smart agriculture practices in project activities and training modules.
- Facilitate in farmer groups capacity building on establishment, functions, basic trading skills, and provide training to young women and men on business plan development and entrepreneurship skills.
- Manage all responsibilities of the delivery and implementation of project activities related to Cultivation and Livestock- Fishery activities related to climate smart agriculture practices.
- Assist in facilitating the integration of Linking Agriculture, Nutrition and Natural Resource (LANN) in farmer groups and introducing and demonstrating the PFALUPAM land-use planning method for GoL offices and farmer groups.
- Develop detailed project plans and budgets for approval by CO on monthly/quarterly work plans and budgets in consultation with the Project and Finance Managers.
- Contribute to the development of the annual work plan and actively track project progress against MERL framework and budget.
- Support the project Manager with project monitoring and evaluation including collect case story, organize focus groups discussion with farmers and young entrepreneurs as well as support donor monitoring visits.

- Set up and maintain an effective working relationship with project implementing partner and Government offices at provincial and district level.
- Report to the Project Manager on a monthly basis on project activities implemented.

### **Requirements:**

- Bachelor's degree or equivalent in agriculture, economic or related field and knowledge related to agricultural development including climate change adaptation, employment development, income generation and/or livelihoods improvement.
- At least five (5) years' working experience in providing management assistance at a district or provincial project office.
- Experience in providing technical extension on livestock, cash crops, NTFP domestication and related income generation and land-use planning.
- Proven experience in working with provincial and district government offices, in particular, PAFO and DAFO.
- Knowledge and experience in developing training material and farmer training in agriculture, livestock and agri-business entrepreneurship skills.
- Good understanding of issues and development in the agriculture sector in Bokeo province is an asset.
- Pro-active attitude and results orientation but also patience and ability to work well in cross-cultural teams.
- Very good communication in English (spoken and written).
- Ability to write clear, effective project reports.
- Good computer skills (MS Word, Excel, Access, PowerPoint).

### **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: 21<sup>st</sup> 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](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.