



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 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:

Youth Economic Empowerment (YEE) Program Intern

(Based in Vientiane Capital)

Type of Contract: Internship Contract

Duration service: 12 Months

Duties and responsibilities:

- Assist in the preparation of a wide variety of administrative documents for YEE Program.
- Arrange air, bus tickets and other logistics related travels for team.
- Assist to prepare PR and transport materials to provinces.
- Assist to organize workshops, meetings and events related to YEE program.
- Support safeguarding risk assessment for social media and support for uploading approved information on social media sites.
- Task relevant to the scope of the program and within framework for Intern as learning on the job.
- Travel to field when program require and support team.

Requirements:

- New graduated from university and college is welcome.
- Systematic thinking.
- Speaks clearly and can easily understand.
- Be able to use computer: Excel, word, power point.
- Demonstrated experience and understanding of government decision making and policy dialogue processes.
- Program planning and implementation skills implementing new strategies and procedures.

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: 21st 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.