**Job Advertisement**

**JOB DESCRIPTION**

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| **Job title** | Education Program Assistant | **Office location** | **Vientiane capital, Laos**  |
| **Type of employment** | 10 months (possible renewable) | **Department** | Program |
| **Gross salary** | Net salary: 530 USD | **Reports to** | Education Program Officer |

**Background**: For more than 40 years, Action Education has worked for access to quality education in Africa, Latin America-Caribbean, South Asia, Southeast Asia and Europe. We run 91 projects in 20 countries, including France, for over 1.5 million people. AE Laos, which started its program in 2006, has been implementing several education projects.

**Our Vision:** Education is a fundamental right. Action Education defends the right to quality education for all and works to ensure that this right is respected in all the countries where it operates. Free, inclusive and quality education is a fundamental, compulsory and non-negotiable right for all children and adults worldwide.

**Position Overview:** The Education Program Assistant will support the planning, implementation, and monitoring of education activities under the Child Fund Korea (CFK) funded project. The role involves working closely with partners, schools, and other stakeholders to ensure the successful delivery of educational programs aimed at improving access, quality, and outcomes of education for children. The assistant will collaborate closely with other staff members to ensure high-quality reporting, the effectiveness and accountability of our education projects.

**Key Responsibilities:**

* *Assist in the coordination and implementation of education projects, including workshops, training sessions, and community outreach activities.*
* *Ensure that AE projects activities run according to approved implementation plans in the assigned schools and communities.*
* *Provide logistical support for program activities, such as scheduling, organizing materials, and managing communications.*
* *Collect and compile data related to program activities and participant outcomes.*
* *Assist in the preparation of progress reports, including success stories and lessons learned.*
* *Maintain regular communication with schools, parents, and community partners to foster strong relationships and facilitate program activities.*
* *Support the organization of meetings and events involving stakeholders.*
* *Assist in the development and administration of tools to monitor and evaluate the effectiveness of education programs.*
* *Participate in field visits to monitor program implementation and gather feedback from beneficiaries.*
* *Maintain organized records and files related to program activities.*
* *Handle administrative tasks such as preparing correspondence, scheduling meetings, and managing inventories of program materials.*
* *Support additional tasks delegated by other team members.*

***Reporting and Communication:***

* Prepare and disseminate regular *reports on project performance, including key indicators, outputs, and outcomes to relevant team.*
* *Communicate project assessment findings effectively to internal and external stakeholders through presentations, reports, and other c*ommunication channels.

***Quality Assurance and Compliance:***

* Ensure *compliance with MEC standards, protocols, and donor requirements throughout project implementation.*
* *Conduct regular* quality assurance assessments to maintain data integrity and reliability.

***Qualifications and Experience:***

* Bachelor's degree in a relevant field such as social sciences, international development, or a related discipline.
* Be able to travel to the field regularly.
* Strong computer skills, and reporting.
* Excellent communication and interpersonal skills, with the ability to engage effectively with diverse stakeholders.
* Fluency in English and Lao languages, both written and spoken.

**Application Process:**

Interested candidates should submit a cover letter and updated CV highlighting relevant experience and qualifications to Vithanya.noonan@action-education.org. Please indicate "Education Program Assistant Application" in the subject line. Only shortlisted candidates will be contacted for interviews.

***Deadline for Application: 30 September 2024***

Action Education is an equal opportunity employer committed to diversity and inclusion. We do not discriminate on the basis of race, religion, color, national origin, gender, sexual orientation, age, marital status, veteran status, or disability status. Please note that only shortlisted candidates will be contacted for further consideration.

Acknowledged by:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_; Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_