**Job Advertisement**

**JOB DESCRIPTION**

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| **Job title** | Program Officer | **Office** | Vientiane Capital |
| **Type of employment** | One year contract (possible renewable) | **Department** | Program |
| **Net salary** | $500-$700 | **Reports to** | Program Manager |

**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 AE Program Officer is responsible for the planning, development, and execution of specific GEVEE projects within the organization. To ensure that programs are effectively implemented, monitored, and evaluated to meet the organization's objectives. The role involves collaborating with various stakeholders, including internal teams, partners, and beneficiaries, to ensure the successful delivery of GEVEE project goal.

**Key Responsibilities:**

* Assist in the planning, coordination, and implementation of vocational and entrepreneurship education programs with a focus on gender equality.
* Organize and schedule program activities, workshops, and events, ensuring all logistical arrangements are in place.
* Assist in managing program resources, including materials, equipment, and budgets.
* Ensure that all AE resources are used efficiently and are available when needed for program activities.
* Prepare project reports to Government agencies, Donors, AEA International (both narrative and finance).
* Support the AE Program Manager in budget tracking and financial reporting.
* Assist in organizing training sessions for staff, partners, and stakeholders on gender-sensitive approaches in vocational education.
* Support the development of educational content that integrates gender equality principles.
* Coordinate with partners, trainers, and other stakeholders to ensure smooth execution of AE project activities.
* Collaborate closely with stakeholders and partners to ensure all AE projects’ activities are executed according to approved implementation plans within the assigned schools and communities;
* Provide support to stakeholders and partners to develop and implement project activities the action plans;
* Monitor the progress of program activities and ensure they align with the objectives of promoting gender equality.
* Support the preparation of monitoring activities, including attendance, outcomes, and feedback from participants.
* Monitor the projects activities to demonstrate changes in quality, appropriateness, including: dropout rates, retention, attendance rates, socio-economy situation, gender equality, violence in family and community, and other relevant measures;
* Provide regular input for the project MEAL plan and Indicators tracking table ensuring compliance with donor requirements.
* Regularly monitor progress, document and share best practices with project team and partners.
* Develop and maintain strong relationships with local authorities and communities.
* Work closely with government counterparts to ensure participatory, transparent, and high-quality project planning, implementation, and monitoring in alignment with AE, government, and donor requirements.
* Assist in preparing reports for government counterparts as needed.
* Facilitate field visits by AE delegations and visitors, ensuring productive and informative experiences.
* Apply adherence to all relevant AE policies and procedures.
* Participate actively in monthly staff and counterpart meetings, contributing to discussions and decision-making processes.
* Draft the documentation and sharing of lessons learned, best practices, and success stories across projects.
* Provide training and capacity-building support to government partners and communities where are needed.
* Ensure compliance with AE’s standards, protocols, and donor requirements throughout project implementation.
* Conduct regular quality assurance assessments to maintain data integrity and reliability.

***Qualifications and Experience:***

* Bachelor degree in a relevant field such as statistics, social sciences, international development, or a related discipline.
* Minimum of 3-5 years of progressive experience in monitoring, evaluation, and capitalization, preferably in the development sector.
* Excellent communication and interpersonal skills to build and maintain relationships with various stakeholders.
* Ability to work collaboratively with government officials, community leaders, and other partners.
* Strong organizational and problem-solving abilities.
* Proficiency in preparing detailed and accurate reports (both narrative and finance).
* Fluency in English and Lao languages, both written and spoken. Any ethnic language communication will be an asset.

**Application Process:**

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

***Deadline for Application: 2 Nov 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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_