



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 and youth economic empowerment. Plan has no religious or political aims or affiliations. Visit [www.plan-international.org](http://www.plan-international.org) for more information.

Plan 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 to fill the role of:

### **Project Manager – Safe Future Project** based in Vientiane Capital, Laos

#### **Duties and responsibilities will include:**

- Oversee the implementation and monitoring of project activities in the target locations, ensuring that project activities are implemented on time and in compliance with the approved project plan and the conditions of the grant.
- Work with the "My Future 2" team and implementing partners to effectively and efficiently coordinate program activities.
- Track project progress and ensure that the project is being monitored, relevant data is collected and analysed and that project reports include analysis of change.
- Take responsibility for the end of project endline assessment and report, and financial audit.
- Where the project requires inputs from consultants, ensure these inputs are of high quality are delivered on time and in line with activity scheduling.
- Ensure that project learnings and evaluation findings are channeled towards advocacy, continuous improvements, and new program design.
- Oversee technical inputs from consultants, Plan business units and service providers.
- Handle required cash advances according to Plan finance policies as well as expenditure reports to clear these advances.
- Prepare, implement and review the annual procurement plan for the project.
- Analyse monthly, quarterly and annual financial reports and report analysis.
- Review and monitor the project outline (in Plan's approval system) and project expenses.
- Ensure compliance with Plan's assets and other relevant policies, which includes ensuring that the assets are properly inventoried and reported to the donors.

## Qualifications, Experiences:

- Degree in Community Development or Youth Work required.
- At least 5 years experience in Project management with a development organization in Lao PDR.
- Community development, preferably with adolescents and/or youth.
- Managing and reporting on project budgets.
- Writing quality reports in English to project donors.
- Coordinating project activities against the project plan with partners and teams.
- Overseeing the development of high-quality IEC materials.
- Monitoring and analyzing project data and reporting on change.
- Knowledge of the development issues faced by young people in Laos.

## Skills:

- Excellent project planning and implementation skills.
- Ability to speak, read and write English to a high standard, and fluent in Lao language and writing.
- Excellent inter-personal communication skills.
- Excellent negotiation, diplomacy and coordination skills.
- Demonstrated ability to collaborate with teams and look for creative ways to engage and empower young people.
- High capacity in partnership support and management.
- Excellent team building skills and High order problem solving skills.
- Excellent representation and liaison skills, and capacity to communicate in a cross-cultural context.
- Ability to use Microsoft programs (Word, excel, Teams, PowerPoint).
- Demonstrated ability to prepare and monitor budgets.

## 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: Wednesday, 18<sup>th</sup> September 2024, at 5.00 PM**

## 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.