



**Job Announcement  
Girls' Education Program Manager  
(For Lao National)**

**Application close: 15 October 2024**

**Organization Profile**

Founded in 2000 on the belief that World Change Starts with Educated Children®, Room to Read is creating a world free from illiteracy and gender inequality. We are achieving this goal by providing support during the two most critical time periods in a child's education: primary school for literacy acquisition and secondary school for girls' education. Our Literacy Program trains and coaches teachers, creates quality books and curricular materials, and establishes libraries filled with diverse children's books in local languages that can be enjoyed at school or home. Our Girls' Education Program helps girls build skills to succeed in secondary school and make key life decisions by providing a life skills curriculum, opportunities for mentorship and peer support, and family and community engagement.

Room to Read collaborates with local communities, partner organizations, and governments to test and implement innovative models that can be integrated into the education system to deliver positive outcomes for children at scale. To date, Room to Read has reached more than 39 million children in over 49,000 communities across Bangladesh, Cambodia, Grenada, Honduras, India, Indonesia, Jordan, Laos, Myanmar, Nepal, Rwanda, South Africa, Sri Lanka, Tanzania, Vietnam, and Zambia, and plans to benefit 40 million children by 2025. Learn more at [www.roomtoread.org](http://www.roomtoread.org)

We are currently looking for committed and enthusiastic applicants with qualifications and relevant experience to fill the following position:

**Position Overview:**

The Girls' Education Program (GEP) Manager is responsible for overseeing the overall direction and technical quality of Room to Read's Lao Girls' Education program, ensuring the Laos GEP team is successfully prepared to implement program content with quality. This position serves as Country Office technical expert and works closely with the Global Office Girl's Education Program Manager to contextualize worldwide program content and professional learning materials for effective use by the Country Office GEP team. These duties include providing leadership, capacity building, and on-going technical assistance support to the Country Office GEP staff in the implementation of contextualized Girls' Education program resources. This position reports to a GEP Director.

**Primary Duties & Responsibilities:**

**Overall:**

- Responsible for technical excellence and quality scaling up of gender equality program in collaboration with MOES, RIES, TTCs and Universities.
- Provide technical lead to capacity strengthening for both GEP team and relevant stakeholders.
- Ensure GEP guidelines are understood, adapted as needed, and implemented in line with strategic vision.
- Provide inputs to the Program Director in developing strategic vision, work planning, and collaboration to achieve GEP objectives.

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#218, ໜ່ວຍ 10, ບ. ວັດນາກ, ມ. ສີສັດຕະນາກ, ນະຄອນຫຼວງວຽງຈັນ

ຕໍ່ ປ.ນ. 11607, ໂທ: (856-20) 55526105

ອີເມລ: [lao.office@roomtoread.org](mailto:lao.office@roomtoread.org)

Room to Read in Lao PDR

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#### **Management and Coordination:**

- Ensures GEP team has the capacity to implement quality programs in line with the program design, and partners with People Operations team for the GEP staff management, performance and recruitment.
- Partners with Sr Operation Manager to provide the technical inputs for site selections to ensure proper & effective site selections with the program designs.

#### **Program Design, Implementation, Training, and Monitoring**

- Lead the contextualization of GEP global design to the local context in collaboration with the PDTA team.
- Lead the development of program contents where contextualized worldwide content and professional development are not yet available
- Lead of revision of the contextualized program content and professional learning materials as needed based on learnings from field implementation, in collaboration with the Global Office GEP Manager
- Visit program sites to assess the effectiveness GEP program and provide feedback to the Global PDTA team on the use and effectiveness of contextualized program content and professional learning materials to improve design and content.
- Provide technical inputs for the design of appropriate RM&E tools for data collection, analysis and use to enhance the effectiveness of the QRM program.

#### **Planning, Reporting, and Documentation**

- Lead planning and budgeting for GEP components including Annual budget, Cash forecast and budget management, monitoring and reporting, etc.
- Review and approve GEP team expenditures to ensure the activity implementation aligned with RtR strategy, policies and guidelines
- Monitor progress of implementation calendar, budget, annual plan, and overall tracking of program implementation and spending.
- Lead GEP reports on implementation results and provides recommendations for improving program efficiency and effectiveness.
- Accountable for policies compliance and effective communication for GEP team, and with other stakeholders

#### **Networking and Thought Leadership**

- Represent Room to Read and speak in different fora to advocate for the importance of gender equality.
- Provides technical input for partnerships and agreements with government, NGOs and/or donors.
- Explore opportunities with the government to obtain support in replicating Room to Read approaches and innovations into the mainstream education system at the local, regional, and national levels.
- Collaborates with the government to build support for RtR programs and identify ways to supplement and augment the government curriculum

#### **Qualifications**

##### **Required:**

- Master's degree in a related field of study, e.g., education, social work, or related development sector
- A minimum of 7 years of relevant professional experience
- Experience working in the field of gender equality, education, life skills education, community-and youth-development, and in networking and policy advocacy.
- Proven track record in developing and implementing program improvements that achieve results
- Knowledge, understanding, and experience in conducting trainings for adults and adolescents
- Experience in developing and adapting training materials and programs to fit different contexts
- Good understanding of Lao PDR's education system and the needs of and challenges in education for adolescents in the country.
- Excellent verbal and written communication skills in English
- Strong computer skills and proficiency with Microsoft Office programs

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- Strong planning, supervising, and program development skills
- Prior success working and building relationships with diverse groups of people
- Understanding of monitoring, evaluation, and process documentation
- Ability and desire to travel frequently to Room to Read program sites

**Preferred:**

- Significant experience working in Laos with government schools, teachers, youth workers, and school-going adolescents
- Experience with mentoring, coaching, and/or providing capacity building support
- Prior experience in a fast-paced, growth-oriented global or regional organization
- Ability to juggle multiple priorities simultaneously and take initiative
- Effectiveness in working in a non-governmental organization that is focused on maintaining high quality work and low overhead

**Compensation & Benefits**

Room to Read Laos values the commitment of our staff, and offers a professional & respected working environment, competitive monthly salary and other benefits such as annual salary review, a Wellbeing allowance, 13<sup>th</sup> month salary bonus, gratuity bonus, performance bonus, Staff Medical Insurance, SSO for staff and family members, annual medical check-up, phone allowance and other leave benefits based on Lao Labour Law.

Room to Read is a child- safe organization; all personnel are expected to adhere to Room to Read’s Child Protection Policy and Child Protection Code of Conduct.

Room to Read is proud to be an equal opportunity employer committed to identifying and continually developing the skills and leadership of people from diverse backgrounds.

**Application Procedure**

Please submit your application through our online recruiting system at the link below and include your updated resume/CV with cover letter.

<https://www.roomtoread.org/about-us/careers/>  
(click [See Current Vacancies](#))

Or click on: [https://osv-rtr.wd5.myworkdayjobs.com/RoomToRead/job/Laos---Main---Vientiane/Manager--Girls-Education-Program\\_R-02777](https://osv-rtr.wd5.myworkdayjobs.com/RoomToRead/job/Laos---Main---Vientiane/Manager--Girls-Education-Program_R-02777)