



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 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 for a **Lao National** for the following position:

Education Program Intern

(Based in Vientiane Capital)

Type of Contract: Intern Contract

Period of Intern: Short term (3 months)

Duties and responsibilities:

- Prepare the official letters/invitations to the Government institutions and Ministry of Education and Sports.
- Assist in preparing the support documents to the procurement and admin team.
- Prepare the traveling plans of all education staff and arrange the ticket/hotel bookings.
- Assist in the field data collection, data entry and training the enumerators.
- Assist with monitoring the education program implementation.
- Assist the Early Childhood Education and Basic Education Coordinator with the monthly forecast and advance clearance.
- Distribute the teacher and students supplies.
- Attend and support the training in the field with partners and Plan staff.
- Assist in coordinating with training institutions for any training/workshop/seminars.

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 February 2025

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.