



JOB DESCRIPTION

EDUCATION AND CHILD PROTECTION OFFICER

(1-YEAR CONTRACT – WITH THE POSSIBILITY OF RENEWAL)

BACKGROUND

Enfants d'Asie (EA) is a French non-profit organization that has been working in Southeast Asia for over 30 years to promote access to quality education for vulnerable children. EA is working across four countries—Cambodia, Laos, the Philippines, and Vietnam—providing comprehensive support to more than 12,000 children. This support includes access to education, healthcare, basic needs, and psychosocial assistance, ensuring a holistic approach to child development.

Since 1994, our work in Laos has focused on providing **individualized psychosocial support** through our dedicated support staff, as well as improving **schooling and living conditions** for disadvantaged children. Our interventions include also the **distribution of educational materials**, the **construction and renovation of essential infrastructure** to create a safe and conducive learning environment and **improving access to clean water**. Additionally, we work to strengthen teachers' capacities through **child-centered and pedagogical teaching methods**, ensuring a more inclusive and effective learning experience.

Enfants d'Asie's mission is to provide **long-term support**, enabling children and young people to complete their education, develop essential life skills, and access professional opportunities for a **sustainable and empowered future**. The purpose of our work is to grow irresponsible and engaged citizens who can contribute positively to their communities.

JOB DESCRIPTION

Job Title: Education and Child Protection Officer

Type of Contract: Full-time, 1-year contract (with the possibility of renewal)

Location: Hadxayfong District, Vientiane Capital, Laos

Travel: Frequent travel to Bo. Oh and Tatthong areas

Contract duration: one year renewable

Supervisor: Programs Coordinator

Compensation:

- Salary: upon profile and experience
- Travel cost reimbursement for work-related field visits
- The employee should use his/her own (reimbursement of small repairs / maintenance costs could be supported to ensure safe and reliable transportation)
- Health insurance provided

SCOPE OF WORK

The **Education and Child Protection Officer** is responsible for **identifying and supporting vulnerable children**, ensuring their access to education, healthcare, and legal and social protection services. They play a key role in **child protection, community engagement, and capacity-building** among teachers, EA staff, and local stakeholders.

This role requires close collaboration with **schools, local authorities, healthcare providers, and NGOs** to create a strong **referral system** and improve the overall well-being of children in EA's target areas.

This role also involves **coordinating collective projects and activities for children**, as well as **facilitating sponsor-beneficiary communication**. The officer will work closely with local partners and actively participate in child protection-related activities and meetings to ensure the program goals are achieved in alignment with policies and laws in force.

The Education and Child Protection Officer will work under the direct supervision of the **Programs Coordinator in Laos** and will have to commute to the target areas with their own vehicle.

SPECIFIC ROLES AND RESPONSIBILITIES

Social work & Case management (70%):

- Identify and assess **vulnerable children** in need of urgent support to access essential services (education, healthcare, legal/administrative, socio-economic, psychological, etc.).
- Support school enrollment by **removing barriers** (financial, material, social constraints).
- Conduct **home visits** for each beneficiary to ensure follow-up and assess their evolving needs.
- Provide **counseling and awareness-raising** on hygiene, nutrition, well-being, and children's rights.
- Monitor each case closely, report to the line manager, and maintain the **online database (Salesforce software)**.
- Identify **relevant local stakeholders** (schools, health centers, social services, etc.) and support the Country Coordinator in developing operational and institutional partnerships with government agencies and non-profit organizations serving our target population.
- Establish and maintain an **effective referral system** for children with specific needs (in collaboration with legal, safety, health, and education services).

Coordination of collective projects and activities (20%):

- Prepare, coordinate, and implement **field activities** (awareness-raising sessions, life/soft skills training, etc.) with children, their families, and local stakeholders (schools, health centers, Lao Women Union, DESB, VEDC, CSOs, etc.).
- Develop and facilitate **non-formal education activities** in schools and communities (topics include life/soft skills, SRHR, hygiene, waste management, safe migration, etc.).
- Organize and oversee **extracurricular and community engagement activities** that contribute to children's personal and social development.
- Ensure effective **monitoring and evaluation of activities** by tracking key indicators and outcomes.
- Prepare **monthly progress reports**, highlighting main achievements, challenges, and next steps.

Sponsor-Beneficiary communication (10%):

- Facilitate communication between **sponsored children and their sponsors**, ensuring that letters, updates, and reports are regularly exchanged.
- Support beneficiaries in writing **letters and testimonials** to their sponsors.
- Ensure that communication remains **meaningful and ethical**, respecting the privacy and dignity of the children and their families.

- Collect and provide updates on **beneficiaries' school performance, health, and social conditions**.
- Collaborate with the EA team to create **communication tools** that highlight the impact of sponsorships.

REQUIRED QUALIFICATIONS AND SKILLS

- **Language:** Fluency in Lao required; high proficiency in English (written and spoken); knowledge of French is a plus.
- **Education:** Degree in social work, education, psychology, social sciences, project management, or related fields.
- **Experience:** Experience in child protection, case management, or community-based work. Previous experience in volunteering or working with NGOs is a strong asset.
- Strong knowledge of **child rights, social policies, and protection services**.
- **Skills:**
 - Strong organizational and coordination abilities.
 - Excellent communication and interpersonal skills.
 - Proficiency in Microsoft Office tools (Word, Excel, PowerPoint), data management software (Salesforce), and familiarity with social media management.
 - Ability to work autonomously and meet deadlines.
 - Ability to work collaboratively with local partners.

WORK ENVIRONMENT

- **Work Schedule:** Tuesday to Saturday, 9:00 AM–5:00 PM, with a 1-hour lunch break.
- **Location:** Based in Vientiane, with the office located 5 minutes from Bo. Oh Secondary School. The position requires regular travel to Bo. Oh and Tatthong areas to meet beneficiaries and conduct social follow-ups.
- **Team:** In Vientiane, the Education and Child Protection Officer will work closely with a Social Worker, the Programs Coordinator, and the Country Director. The broader EA team also includes: a part-time accountant in Vientiane; two interns based in Luang Prabang and one Project Officer based in Oudomxay (where EA also implements projects).
- **Work culture:** Enfants d'Asie fosters a collaborative and supportive work environment, where teamwork, open communication, and transparency are valued. Employees are encouraged to take initiative, share ideas, and contribute to continuous improvement. The organization promotes a professional yet friendly atmosphere, ensuring that all team members feel engaged and empowered in their roles.

This role is ideal for individuals passionate about **social impact and child protection**, eager to **empower vulnerable communities**, and committed to **improving access to essential services**. By combining social work, child support, and educational project coordination, this position offers a dynamic and meaningful opportunity to contribute to the well-being and development of children in Laos.

HOW TO APPLY:

Please send your application in English including:

1. **CV**
2. **Cover letter**
3. **Certificates and professional references (if any)**

Applications shall be sent by e-mail to coordination.laos@enfantsdasic.com and programmes.laos@enfantsdasic.com

In the subject line of the email, please write “ECPO – [*Your name*]”

DEADLINE FOR APPLICATION: 31/03/2025