

Job Announcement (Lao Nation)

Good Neighbors is an international humanitarian and development NGO founded in Korea in 1991. It was generated General Consultative Status from the United Nations Economic and Social Council (UN-ECOSOC). GNI has made great strides in its mission by providing people around the world with a better quality of life.

To make the world a place without hunger, where people live together in harmony, we work in 46 countries with our focus on community development to protect children's rights and encourage the self-reliance of communities. We not only provide humanitarian assistance to North Korea but conduct emergency relief activities throughout the globe in need of a helping hand.

Mission: Good Neighbors exists to make the world a place without hunger, where people live together in harmony.

Good Neighbors respects the human rights of our neighbors suffering from poverty, disasters, oppression, and helps them to achieve self-reliance and enable them to rebuild hope.

Position Title: Senior Project coordinator (Lao Nationality)

■ Responsibilities:

- Annual report writing (multiple projects: 2 fixed CDPs, advocacy programs, designated projects, ER, OOSC, KB capital, and other project)
- Prepare Monthly Operation Report(MOR) to line-manager and Country Director
- Co-prepare annual review and POA with team members
- Writing all short-term project reports based on assignments
- Daily monitoring project implementation of health-related projects with CDP team
- Prepare project documentation with line-manager
- Fundraising handling to ensure the opportunity of grant projects
- Provide strong analysis of donor Calls for Proposals
- Develop annual fundraising plan based on the strategy from OD manager
- Donor coordination for proposal preparation and application
- Project research documentation preparation to ensure the quality of project design
- Co- research for new CDP preparation and coordinate with local authority to prepare PPW/PPF
- Oversee grant data management process including data collection, data entry, and data quality control activities for reporting
- Develop log-frame, DM&E work plan and MLTSP
- Prepare Plan of Action with OD members based on OD manager's assignment
- Conduct monitoring and evaluation of project implementation quarterly basis
- Follow and support direction from OD manager, work smoothly and closely with HO and CDP staffs

Skills

- Good level of proficiency in Windows Excel and quantitative and qualitative analysis
- Track record of success grant design and win rate, in partner and donor relations
- Ability to design M&E tools, surveys, surveillance systems, and evaluations
- Good reporting skills in English and Lao is essential for this position
- Have critical thinking,
- Demonstrated ability to train and build capacity of others
- Experience in an International Non-Governmental Organization (INGO) or non-profit association (NPA) or in the United Nations (desirable)

- Ability to work under stress, with high responsibility to deliver the assigned task on time

Application Information

All interested candidates are required to submit their Cover Letter and CV via email (Chindavone@goodneighbors.org, CC: leo8008@goodneighbors.org) or post by delivery to Good Neighbor office in Vientiane: Ban Sisangvone, Saysettha Dist. Vientiane Lao PDR Tel & Fax: 021 415 711. **Salary 10,000,000Lak /month** Please include three references. Only short-listed candidates will be contacted for interview. **The deadline for application 21st March 2025.**

Organizations Name	Good Neighbors Laos
Type of Organization	INGO
Type of Position	Full-time
National/International Position	National only
Duration	One year contract (possible to renew)
Deadline	21st March 2025.
Province	Vientiane Capital
Contact Name	Ms. Chindavone Philakone
Telephone	021 415711 or +856 20 5922 7222
Contact Email	Chindavone@goodneighbors.org , CC: leo8008@goodneighbors.org)
Additional Information	
Attachment	
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