



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 development and participant, and skills and opportunities for youth employment and entrepreneurship. Plan International 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 for a **Lao National** for the following position:

### **District Project Officer – Adolescent Program** based in Paktha District, Bokeo Province

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

- Support the planning, organisation and implementation of community events to promote gender equality and sexual reproductive health rights of adolescents in target villages.
- Work with the ASRHR project team members, CSO partners and DESB staff to develop a monthly-work plan and budget.
- Works with CSO and government partners and beneficiaries to establish and maintain student club and girls'/youth clubs and networks within the project.
- Support and foster talents of young people and secondary student schools at remote areas and ethnic groups.
- Provides training and facilitates peer education activities with secondary school students.
- Facilitated and organize activities to support school-girls'/youth clubs and network.
- Collect data for monitoring activities (such as pre-post surveys) and results using digital data collection tools.
- Ensure monitoring data for indicators are collected according to the project M&E plans.
- Prepare the monthly reports on the process to update direct and indirect on project beneficiaries.
- Prepare and acquit advance/expenses in accordance with Plan Laos policies.
- Support the preparation of monthly/quarterly/6 monthly and annual project reports, in particular with regards to the peer education activities and events.
- Assist project manager organize field visit for donors, government and other Plan staff as may be required.

## **Qualifications, Experiences:**

- Diploma qualification in social sciences; development; teaching or other relevant field.
- A minimum one-year experience of working directly with communities and schools for community development projects in remote and rural areas.
- A minimum of one-year experience in a trainer/facilitator role is preferred.
- Understanding of the secondary school education system in Lao PDR.
- Experience developing partnerships with local government.
- Experience of working in peer education projects.
- Experience of working with young people, ethnic minority groups and people with a disability or disabilities.

## **Skills:**

- Excellent written and oral skills in Lao language.
- Good skills including Word, Excel, email/internet, PowerPoint.
- Familiar with skill on Training Need Assessment, Training Module and creating a Session plan.
- High capacity in partnership support and management.
- Good Interpersonal, communication and facilitation skills.

## **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: Thursday, 17<sup>th</sup> April 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](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.