



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 LGBTQIA+ 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:

### **Program Assistant – Adolescent Program** based in Vientiane Capital

**Contract Period:** until 31<sup>st</sup> December 2025.

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

- Assist in the preparation of a wide variety of administrative documents for Adolescent program at national level, in Oudomxay and Bokeo provinces.
- Support communication units in preparing documentations for visitors and producing IEC materials for the program.
- Follow up and coordinate with HR, finance and admin staff for timely procurements and payments of partners, consultants, suppliers and others (equipment material etc.)
- Assist to arrange air, train, bus tickets and other logistics related to travels within and outside county for program staff.
- Assist to organize workshops, meetings and seminars in VTE and as needed in other project locations to organize documentation, admin and finance related.
- Assist coordinator with following up on correspondence with government focal points, as well organizing workshops and missions and handling the administration of contracts.
- Assist on procurement, advances and expenditures clearance.
- Assist organizing the meetings and events, getting government approval letters, helping with B2 visas.
- Assist in the preparation of a wide variety of financial documents and reports (estimates, budgets, justifications, requisitions etc.) for Adolescent Program in close cooperation with the Project Manager, Project Coordinator, and other project staff.

- Assists with compiling monthly cash forecasts for Adolescent Program Lead's review and sending for approvals.

**Qualifications, Experiences:**

- Graduate degree or equivalent experience in administration or relevant sector.
- Experience coordinating with government counterparts.
- Good written and spoken English and Lao.

**Skills:**

- Very Good computer skills in Office applications.
- High level of organization skills.

**Behaviours:**

- Diplomacy.
- Respect for gender equity and adherence to child rights.

**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: Monday, 9<sup>th</sup> June 2025, at 5.00PM**

**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.