



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 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:

Project Manager

based in Plan and LNCCI offices, Vientiane Capital

Duties and responsibilities will include:

- Lead activity development and delivery, including project planning, preparing budgets and work plans, implementation and monitoring at the National, Provincial and District levels, ensuring substantial impact on achievement of project, programme and country strategy objectives.
- Manage project expenditure in line with approved budgets and ensure likewise with consortium partners.
- Act as the key focal point for coordination and communications between Plan and LNCCI, as well as the private sector associations (LATA, LHRA, Handicraft Association, etc.), relevant government ministries (MoIC, MoICT, MoFA) and other development organizations.
- Hire and supervise all project staff, ensuring quality programme delivery and activity implementation, as well as building their capacity and providing necessary support.
- Support LNCCI with project planning, implementation and reporting, including developing and overseeing implementation of work plans and budgets, ensuring alignment with key project documents (project proposal, partnership agreement), reviewing quarterly narrative progress reports, and identifying and resolving any issues or cause for delays in implementation.
- Build the capacity of LNCCI to implement the Lasting Laos certification programme after the project closure.
- Supervise project monitoring and evaluation, including data collection and analysis at the National, Provincial and District levels.
- Work closely with the CTA to fulfil all reporting requirements to donors (EU, GEF, FFEM, TUI Care Foundation), project partners, and relevant government departments (i.e. MoU reports).

- Facilitate bi-annual project steering committees, including the grant award pitches and deliberations.
- Lead and supervise procurement processes related to all project purchases, service providers, consultancies, etc.
- Provide technical support and advice during implementation of sustainability standards and certification for MSMEs in the tourism industry, promotion of green financing, including the small-grants for MSMEs and young entrepreneurs, and advocacy for sustainable practices and policies in relevant private and public organizations / institutions.
- Represent the project in various national/regional forums, within sector working groups and to government and external stakeholders.
- Provide technical assurance and prepare standards, policies and procedures within area of specialty, ensuring compliance with best practice, relevant legislation and Plan policies.
- Interpret policies and strategies and ensure consistency in the implementation of the programme and country strategies during project planning and implementation.
- Translate project documents from Lao to English (or vice-versa) and ensure that project documents produced by project staff and partners are of high quality.
- Review and approve project administrative, procurement and finance documents such as purchase requests, cash advances, monthly forecasts, etc. using the delegations of authority guidelines.
- Ensure that all budget reviews are pre-approved by direct line manager, prior to submitting for the consideration of NO partners and/or external donor organisations.
- Other general administrative tasks as required (e.g. updating data in SAP and PMERL systems).

Qualifications, Experiences:

- At least a Bachelor's Degree in tourism, hospitality, business, international development or related field.
- A minimum of 10 years' experience working with non-governmental organizations and/or international development agencies in Laos.
- A minimum of 5 years' previous experience implementing tourism and/or private sector focused development projects in Laos.
- Demonstrated knowledge and experience in working with local partners, Lao government, and private sector organizations/stakeholders.
- Thorough current knowledge and understanding of relevant policies and frameworks related to the Lao development, tourism and waste management sectors.
- Knowledge of project cycle management for development projects, including planning, implementation and monitoring/evaluation processes.
- Knowledge of sustainable practices in the tourism sector, including the Lasting Laos standards and certification.
- Knowledge of sustainable consumption and production (SCP) and circular economy practices.

Skills:

- Strong organizational skills and competencies in project planning, implementation and monitoring/evaluation.
- Ability to learn quickly, especially regarding the project strategies, approaches and requirements as well as Plan strategies and policies.
- Ability to negotiate effectively and communicate the project requirements and policies with project partners, government counterparts and other stakeholders.
- Demonstrated ability to conceptualize and initiate project activities and follow through upon delivery.
- Sound analytical and problem-solving capabilities.

- Excellent command of Lao and English language (spoken and written) and ability to develop and edit high-quality project documents.
- Strong interpersonal and communication skills.
- Excellent computer skills (including Word and Excel).

Leadership Behaviours:

- Ability to collaborate effectively with a wide range of stakeholders including government, private sector, service providers and other development agencies.
- Ability to mentor a project team, project partners and beneficiaries.
- Ability to influence others' behaviour through effective relationship building.
- Positive, pro-active and flexible working attitude.

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.

Herewith the Job Description (JD): [JD Plan Laos Project Manager the Lasting Laos May2025](#)

CLOSING DATE FOR APPLICATIONS: Friday, 6th 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

Please state in cover letter how you learned about the job – through emails, INGO Directory, 108 Jobs, or friends.