**Job Advertisement**

**JOB DESCRIPTION**

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| **Job title** | Education Project Coordinator | **Office** | Xay District, Oudomxay, Laos. |
| **Type of employment** | One year contract (possible renewable) | **Department** | Program |
| **Net salary** | 800$ | **Reports to** | Country Director  |

**Background**: For more than 40 years, Action Education has worked for access to quality education in Africa, Latin America-Caribbean, South Asia, Southeast Asia and Europe. We run 91 projects in 20 countries, including France, for over 1.5 million people. AE Laos, which started its program in 2006, has been implementing several education projects.

**Our Vision:** Education is a fundamental right. Action Education defends the right to quality education for all and works to ensure that this right is respected in all the countries where it operates. Free, inclusive and quality education is a fundamental, compulsory and non-negotiable right for all children and adults worldwide.

**Project Background**

Despite ongoing governmental efforts to enhance educational outcomes in Oudomxay Province, significant disparities in access and quality persist, particularly in remote areas where vulnerable populations are most affected. Engaging and empowering local duty-bearers, educators, community leaders, parents, and local officials is essential for developing sustainable solutions. The FORCE project aims to strengthen these stakeholders' capacities, fostering collaboration to ensure every child has access to quality education. With Action Education's proven expertise in educational development and strong partnerships with local authorities, we are well-equipped to implement culturally relevant initiatives. By investing in local leadership and community-driven efforts, your support for the FORCE project will transform education in Oudomxay Province, positively impacting the lives of countless children.

**Position Summary:**

The Education Project Coordinator will support the Project Manager in day-to-day coordination, field implementation, data collection, and stakeholder engagement across project activities. The Coordinator will ensure efficient logistical arrangements and timely progress on activities in collaboration with partners, school staff, and community members.

**Key Responsibilities:**

* Lead the implementation of all approved project activities across outcomes
* Oversee assessments of ECE and Primary schools using MoES tools
* Supervise delivery of incentives, materials, and stipends
* Ensure the quality and timely implementation of WASH improvements and student-teacher activities,
* Oversee planning and delivery of IT training, school statistics, and school mapping support.
* Guide and support awareness campaigns, community forums, school development planning, and grants implementation.
* Manage project resources, budgets, and personnel, ensuring compliance with donor and organizational policies
* Supervise and manage project staff
* Develop and maintain strong relationships with MoES, PESS, DESB and Community stakeholders.
* Ensure alignment between team goals and project outcomes
* Monitor and evaluate project progress and write donor and internal reports.
* Guide use of SBM, FQS tools and data-driven planning.

***Qualifications and Experience:***

* Bachelor’s degree or higher in Education, Project Management, Development Studies, or a related field. Master’s degree preferred.
* Minimum 5 years of experience in managing education or community development projects.
* Proven experience in strategic planning, coordination with government partners (MOES, PESS, DESB), and donor-funded project implementation.
* Strong knowledge of financial, people, and operational management in the NGO or development sector.
* Demonstrated leadership, problem-solving, and team-building skills.
* Excellent verbal and written communication skills in English and Lao.
* Proficient in Microsoft Office, data analysis tools, and project management systems

**Application Process**

Interested candidates should submit a cover letter and updated CV highlighting relevant experience and qualifications **to chindavanh.vongvilay@action-education.org**. Please indicate "Education Project Coordinator Application" in the subject line. Only shortlisted candidates will be contacted for interviews.

***Deadline for Application: 6 Jun 2025***

Action Education is an equal opportunity employer committed to diversity and inclusion. We do not discriminate based on race, religion, color, national origin, gender, sexual orientation, age, marital status, veteran status, or disability status. Please note that only shortlisted candidates will be contacted for further consideration.