**Job Advertisement**

**JOB DESCRIPTION**

|  |  |  |  |
| --- | --- | --- | --- |
| **Job title** | Education Senior Project Officer  | **Office** | Nga District, Oudomxay, Laos. |
| **Type of employment** | One year contract (possible renewable) | **Department** | Program |
| **Net salary** | 650$ | **Reports to** | Education Project Manager |

**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 Senior Project Officer will support Education Project Coordinator 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:**

* + Assist in implementing field-level assessments, trainings, and community activities.
	+ Coordinate community engagement forums and. Support school improvement planning.
	+ Support the distribution and documentation of stipends, grants, and procurement logistics.
	+ Track field expenses and submit reports for financial monitoring
	+ Coordinate logistics for capacity-building activities.
	+ Liaise with local educators and community volunteers.
	+ Support team cohesion and effective communication between field teams and leadership.
	+ Collect field-level data and document activity results.
	+ Assist in drafting monitoring reports and feedback loops with stakeholders.

***Qualifications and Experience:***

* Bachelor's degree in a relevant field such as statistics, social sciences, international development, or a related discipline.
* Minimum of 3 years of experience in supporting project implementation in rural or education contexts
* Experience working with local education authorities, schools, and communities
* Strong interpersonal, coordination, and organizational skills.
* and interpersonal skills, with the ability to engage effectively with diverse stakeholders.
* Good English language skills (speaking, reading, and writing) and fluent in Lao.
* Familiarity with Microsoft Office and mobile data collection tools is an advantage.

**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.