



Are you looking for a new, challenging job opportunity at a not-for-profit, development organisation in a fun team with a great passion for helping others? Child's Dream Foundation in Luang Prabang, Lao PDR is seeking an ambitious

## **Programme Coordinator – Lao PDR**

### **(High School Scholarships)**

**Starting date of position – as soon as possible**

Together as a team, we at Child's Dream are here to empower people in the Mekong Sub-Region. We do this by working in partnerships with communities to improve the health and education of their children, youth and young adults for sustainable development.

Do you have experience working with youth or young adults and a passion for supporting their personal and professional growth? If so, you are the right person to join our high school scholarship team and help manage our scholarship programme in Lao PDR, empowering the young people we work with to reach their full potential.

#### **Your duties and responsibilities include but are not limited to:**

##### **Programme development**

- Build a professional network among various stakeholders
- Develop and implement programme procedures, training curricula and handouts

##### **Programme implementation**

- Promote high school scholarship opportunities to potential applicants
- Manage selection process of new scholarship students
- Coordinate with schools and local authorities regarding scholarships
- Lead trainings/activities to build up capacity of high school scholarship students
- Track scholarship student alumni
- Evaluate and monitor programme activities and outputs
- Write programme and student monitoring reports in English

##### **Programme administration and finance**

- Prepare and manage student budgets and payments
- Update student profiles, and data entry in our scholarship database
- Other administrative tasks concerning the programme as assigned by line manager
- Planning and preparing monitoring trips

**We are looking for someone who meets the following criteria:**

**Education and work experience**

- A strong interest in working for an NGO and contributing to our vision and mission
- A graduate diploma, bachelor's degree or equivalent education
- Minimum 3 years of working experience as social worker or in project management within the educational NGO sector or in a related field

**Soft skills**

- Empathic coach and mentor with proactive attitude and excellent people skills who can build trust and strong relationships with all our stakeholders
- Great attention to detail, a critical mind and problem solving skills
- Good organizational and time-management skills
- Strong written and verbal communication skills
- Ability to inspire and motivate others and be inspired

**Hard skills**

- Knowledge of project cycle management and budgeting of programme
- Good facilitation and training skills to conduct various workshops and trainings
- Knowledge about Lao PDR education system is highly preferred
- Solid IT skills (MS Word, Excel, Power point, E-mail)

**Travel requirements**

- A driving license
- Ability to travel frequently – conduct field visits in Laos (up to 40% of working time)

**Language skills**

- Lao mother tongue
- Good command of written and verbal English language

**What we offer:**

- A full time position in Luang Prabang Province, Lao PDR with an unlimited contract
- A multicultural working environment with more than 14 nationalities in the region
- A working culture based on trust, constant exchange, lean hierarchy and constant learning and development
- The salary will be determined based on relevant work experience, skills, and knowledge, with additional monetary and non-monetary benefits provided

Did we spark your interest? Wonderful! Please apply with your full application in English (including motivational letter, salary expectation, resume, university transcripts, and two references) deadline is 14<sup>th</sup> September 2025. Apply here: [>> LINK<<](#)

We will of course confirm that we have received your application and get in contact with you again if you are selected for an interview. Finalist applicants, selected after interviews, will also take part in field visits to experience our work firsthand and get a real feel for the role.

Here's the planned timeline:

- Interviews: 22-24 September 2025
- Field visit (for finalists): 3-8 October 2025 or 9-14 October 2025.