**JOB DESCRIPTION**

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| **Job title** | **M&E Intern** | **Office** | **Vientiane, Laos** |
| **Type of employment** | 3-6 months | **Department** | **M&E** |
| **Reports to** | **Program Quality and Development Manager (PQD)** | **Functional reports to** | **Finance Admin HR Manager** |
| **Career Band** | Internship | **Grade** | Short term contract |
| **Background** | For more than 40 years, Action Education has worked for access to quality education in Africa, Latin America-Caribbean/Haiti, 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. | | |
| **Position Overview** | The M&E Intern supports the Program Quality and Development Manager and Programs team in monitoring, evaluation, accountability, and learning (MEAL) activities for Action Education's projects in Laos. Based in the Vientiane Office with occasional field travel, this role provides practical M&E experience within an international NGO. | | |
| **Core Accountabilities** | | | |
| **Principle duties and responsibilities**   * **M&E Support:**   + Assist in developing and translating data collection tools.   + Support data collection activities, including surveys, interviews, and observations.   + Perform accurate data entry, cleaning, and validation.   + Conduct preliminary data analysis (quantitative and qualitative).   + Contribute to M&E reports, briefs, and presentations.   + Maintain M&E files and documentation. * **Program Quality Support:**   + Assist in ensuring M&E guideline and quality standard compliance.   + Support compilation of program quality information. * **Values and Behavior** Promotes organizational culture, growth, performance, and image. Actively supports diversity, inclusion, and Equal Employment Opportunity (EEO). Demonstrates Action Education values: Freedom, Respect, Solidarity, Equity, Integrity. Adheres to Child Protection Policy. * **Team Contribution** * Constructively contributes and collaborates with all colleagues to achieve the organizational goals; * Delivers high quality work that provides a conducive environment to our operating environment; * Provide financial management and operational advice and support to the CDs and the team, including participate monthly staff meetings, etc. * Complies with all legislations and the organization’s policies and procedures.   **Values and Behavior**   * Promotes organizational culture, growth, performance and image and is a role model with regards to this. * Actively supports the organization’s commitment to the principles of diversity, inclusion and Equal Employment Opportunity (EEO) * Actively demonstrates the organizational values: * Freedom: We respect people’s rights * Respect: We value differences * Solidarity: We are stronger together * Equity: We treat people equally * Integrity: We stand up what is right | | | |
| **Criteria** | | | |
| **Qualification** | * Currently enrolled in or recently graduated with a Bachelor's degree in Social Sciences, Statistics, Development Studies, Education, Public Policy, or a related field. | | |
| **Experiences and Skills** | * Basic M&E understanding. * Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint); strong Excel skills preferred. * Good communication skills in both Lao and English. * Strong organizational skills and attention to detail. * Ability to work independently and collaboratively. * Interest in education, community development, and data-driven programming. | | |
| **Core Competencies** | **Possess intermediate level in following core competency:**   * **Working with People**: Shows respect for the views and contributions of other team members; shows empathy; listens, supports and cares for others; consults others and shares information and expertise with them; builds team spirit and reconciles conflict; adapts to the team and fits in well. * Drive **for Results**: Sets high standards for quality of work in the project work plan; monitors and maintains quality of work; works in a systematic, methodical and orderly way; consistently achieves project goals; focuses on the needs and satisfaction of internal and external stakeholders; accepts and tackles demanding goals with enthusiasm. * **Child** Projection**:** Perform the highest standard to ensure child safeguarding in according with our Child Projection Policy. | | |
| **Others** | * An energetic self-starter with resilience, able to perform in a fast-paced environment, with excellent interpersonal skills.   **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: 16 Jul 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. | | |

Acknowledged by:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_; Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_