



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, Luang Prabang, Saravan, Champasak 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](http://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:

### **District Coordinator – Comprehensive Sexual Education (CSE)**

**Contract Period:** 6 Months.

**Location:** Based in Xay District, Oudomxay Province.

#### **Duties and responsibilities will include:**

- Provides coordination and technical support for the 'Gender responsive hygiene improvement in primary and lower secondary schools' project to build capacity for Plan staff, Government partners and project beneficiaries; and monitor project implementation quality; and their financial planning and work plan development.
- Reports timely and regularly to the Senior Project Coordinator.
- Responsible for follow up to ensure CSE activities delivery in the target schools and communities according to the approved work plan and budget.
- Mainly monitor develop and monitor implementation plan, workplan development, budget forecast and financial report.
- Works in partnership with Provincial Education and Sports Bureau (PESS) and District Education and Sports Bureau (DESB) technical staff and other district government officials, and other project staff in Plan Laos.
- Work with the project team members and DESB officials to develop a monthly-work plan and budget related to training plans and Student-Club activities, paying special attention to Menstruation Hygiene Management/Health (MHM/MHH) and Comprehensive Sexual Education (CSE)
- Acts as technical resource to ensures the project activity implementation is aligned with Plan's policy commitments to Gender equality and Safeguarding of Children and Young People.

- Works directly with the Senior Project Coordinator, the Project Manager and other Education and Skills program team members to ensure effective project implementation, reporting and monitoring.
- Regularly review activity Plan and submit monthly cash forecasts for activities directly implemented by Plan.

### **Qualifications, Experiences:**

- Degree in relevant field (Health, social work, law, social science, etc.)
- Knowledge of sexual and reproductive health rights with the focus on CSE (Comprehensive Sexual Education), gender equality, including child rights, participation, protection, gender equality and partnership.
- Experience in project/grant management, including planning, budgeting and reporting.
- Very good English essential.
- Knowledge of an ethnic minority language an advantage.

### **Skills:**

- 5 years' experience in participatory community development with international organizations.
- Demonstrated skills in capacity building and coaching for local staff and partners.
- Skills engaging directly with women and children in remote, ethnic group villages.
- Good coordination, facilitation and training skills.
- Good computer skills in Office applications.

### **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):** [Plan Laos JD District Coordinator - CSE based in Xay, ODX](#)

**CLOSING DATE FOR APPLICATIONS: on Tuesday, 26<sup>th</sup> August 2025**

### **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](mailto:PlanLaos.JobVacancies@plan-international.org)

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