



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 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:

Project Officer, 2 Positions

Work Location: *(Please mention your preferred work location in the subject line of your email)*

- **Luang Prabang Province** - 1 Position
- **Champasak Province** - 1 Position

The Project Officer (PO) is accountable for supporting the effective activity implementation of the Lasting Laos and Plastic Smart Laos projects as well as the small matching grants programme. The PO will be a key technical resource for promoting sustainable tourism practices, circular economy models, green financing and private sector engagement in the Lao tourism value chain. S/he will directly implement project intervention activities within the Lao tourism sector which will require frequent field visits and working closely with project stakeholders and beneficiaries. S/he will work closely with the Project Manager, Chief Technical Advisor, Senior Grants-Finance Officer, Finance-Admin Officer LNCCI Officer who based in Luang Prabang as well as other project staff, project partners (i.e., LNCCI) and other internal and external stakeholders. This position has no direct reports.

The position(s) will support 2 complementary projects: (1) the Lasting Laos project, funded by the European Union under the SWITCH-Asia programme with co-funding from Plan International Germany and the TUI Care Foundation; and (2) the Plastic Smart Laos project, funded by the Global Environment Fund (GEF) and the French Fund for the Environment (FFEM).

Duties and responsibilities will include:

- Represent the project in various national/regional forums, within sector working groups and to government and external stakeholders; as necessary;
- Facilitate the implementation of the project in Luang Prabang Province as necessary, including project planning, implementation and monitoring across the Lasting Laos and Plastic-Smart Laos projects as well as the small grants matching programme;
- Support the implementation of activities related to the Lasting Laos certification, including: strengthening of the certification standards and processes; expanding the certification to additional sectors (hotels, tour operators, agri-food processing); engaging, training and coaching MSMEs to achieve the certification; promotion of certified business; and other tasks as deemed necessary;
- Work closely with LNCCI Officer for the Lasting Laos certification, building their capacity to mobilize and mentor local MSME to adapt and promote sustainable practices through adoption of Lasting Laos certification standards;
- Support the implementation of the Lasting Laos Small Matching Grants Programme, including: informing, advising and supporting MSMEs and YEs to access funds under the programme; screen initial applications from prospective MSMEs and YEs; conduct due diligence checks of prospective MSMEs and YEs; support selected MSMEs and YEs to develop detailed proposals, business plans and pitches in preparation for submission to the project steering committee; monitoring of grantees for compliance and quality assurance; and other tasks as deemed necessary;
- Implement activities support MSMEs to improve their resource use practices, with a particular focus on SUP waste management;
- Other general administrative tasks as required (e.g. data entry in SAP system, preparing cash advances, etc.).

Qualifications, Experiences:

- A Bachelor Degree in tourism, hospitality, international development or related field preferred;
- A minimum of 3 years' experience working in the tourism and/or international development sector. Private sector work experience in the Lao tourism industry is a significant advantage;
- Sound analytical and problem-solving capability;
- Thorough current knowledge and understanding of relevant policies and frameworks related to Lao tourism development;
- Knowledge of sustainable practices in the tourism sector, including Lasting Laos standards and certification;
- Knowledge of circular economy, sustainable consumption and production (SCP) and decent work policies and practices.
- Knowledge of waste management practices and policies, particularly related to single-use plastics (SUP);
- Ability to work in a multi-disciplinary and multi-cultural environment.

Skills:

- Demonstrated ability to conceptualize and initiate project activities and follow through on delivery;
- Strong organizational skills and competencies in project planning, implementation and monitoring/evaluation;
- Skills in facilitating workshops/training and capacity building;
- Excellent command of Lao and English languages (spoken and written);
- Strong interpersonal and communication skills, including ability to communicate technical concepts clearly to a non-technical audience;
- Proven ability to create connections and develop and maintain relationships and partnerships.

- Sound analytical and problem-solving capabilities;
- Excellent computer skills (including Word and Excel);
- Creativity in designing and developing promotional and marketing materials would be an advantage.

Leadership Behaviours:

- Ability to collaborate effectively with a wide range of stakeholders including government, private sector, service providers and other development agencies;
- Ability to mentor team members and project partners;
- Ability to influence others' behaviour through effective relationship building;
- Positive, pro-active and flexible working attitude.

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): [JD Project Officer based in LPB&CPS FINAL](#)

CLOSING DATE FOR APPLICATIONS: on 7th of September, 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

Important: When submitting your application, please clearly specify the preferred work location (Province) you are applying for.

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