



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

Planning, Monitoring & Evaluation (PME) Coordinator- Lao PDR

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.

Our Programme and Partnership team in Luang Prabang need your support with various programme management and monitoring tasks. You will collaborate closely with the programme and partnership teams to enhance M&E practices, support the implementation of M&E tools, and provide technical guidance to ensure effective programme delivery.

Your duties and responsibilities include but are not limited to:

Programme Management

- Support programme and partnership teams in applying and improving the Programme Management Cycle (PMC) toolkit, forms, and processes
- Guide teams in planning and implementing programmes that align with Child's Dream's strategic framework and quality standards
- Ensure accurate documentation and smooth transition of programme data into PMC forms
- Assist teams in setting up outcome-level measurements to track programme effectiveness
- Standardize PME practices across different programmes and identify synergies between projects
- Explore innovative solutions, including technology, to enhance PME practices
- Identify risks in programme implementation and develop mitigation strategies administration

Monitoring & Evaluation (M&E)

- Lead the design and implementation of Results-Based M&E plans, including data collection tools, and qualitative and quantitative analysis to measure programme success
- Provide technical support to program and partnership teams on M&E systems, ensuring alignment with Child's Dream's institutional PME strategies and standards, with technical support and guidance provided by regional PME staff
- Manage the collection, analysis, and reporting of M&E data, ensuring continuous improvement in monitoring processes across programmes

Capacity Development

- Provide training and onboarding for staff and implementing partners on the Programme Management Cycle (PMC) tools and Child's Dream's M&E approaches
- Build the capacity of teams by delivering ongoing support and guidance on programme management and M&E practices
- Strengthen knowledge transfer through mentoring and facilitating practical meetings for diverse audiences

We are seeking for a person who meets the following criteria:

Education and work experience

- A strong interest in working for an NGO
- Minimum bachelor's degree in international relations, development studies, or a related field
- At least 3 years of working experience in project management, M&E, or related functions in the non-profit sector
- Proven experience in implementing project management tools and processes
- Strong background in delivering training on M&E, project management, data management, and data analysis
- Ability to transfer knowledge effectively to diverse audiences

Desirable:

- Experience in multi-sector M&E technical support
- Familiarity with results-based measurement and management

Hard skills

- Solid experience in working with data analysis tools (Excel, Tableau, Power BI)

Soft skills

- An analytical mindset, detail-orientation and strong problem solving skills
- Great interpersonal skills and verbal and written communication skills
- Good organisational and time management skills
- An open-minded, reliable person with a positive attitude and the desire to support others
- Adaptability to changing technology and stressful times

Language skills

- Proficiency in Laotian is required
- Intermediate level in written and verbal English language skills

Other requirements

- Willingness and ability to travel regularly

What we offer:

- A full-time position in one of our office in Luang Prabang, 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
- Salary will be based on the relevant work experience, skills, and knowledge, plus monetary and non-monetary benefits

Did we spark your interest? Wonderful! Please send your full application in English (including motivational letter, salary expectation, resume, university transcripts, and two references) to xue@childsdream.org.

The application deadline is **31st August 2025**.

We will of course confirm that we have received your application and we will only get in contact with you again if you are selected for an interview.