

Job Announcement (Lao Nation)

Good Neighbors is an international humanitarian and development NGO founded in Korea in 1991. It was generated General Consultative Status from the United Nations Economic and Social Council (UN-ECOSOC). GNI has made great strides in its mission by providing people around the world with a better quality of life.

To make the world a place without hunger, where people live together in harmony, we work in 46 countries with our focus on community development to protect children's rights and encourage the self-reliance of communities. We not only provide humanitarian assistance to North Korea but conduct emergency relief activities throughout the globe in need of a helping hand.

Mission: Good Neighbors exists to make the world a place without hunger, where people live together in harmony.

Good Neighbors respects the human rights of our neighbors suffering from poverty, disasters, oppression, and helps them to achieve self-reliance and enable them to rebuild hope.

Position Title: Project Officer (Lao Nationality)

■ Responsibilities:

- Coordinate to Global Partnership Center(GPC) for gift-in-kind(GIK) import preparation to support project sites
- Coordinate to related partnership country to get related documents for GIK import to AD member
- Coordinate to CDP team to prepare logistic plan and GIK distribution to CDP sites
- Follow up GIK distribution of CDP team and writing report to AD and donor respectively
- Monitor all project procurements on behalf of Operation Department member
- Support to line-manager for project concept note/project proposal writing
- Develop the project documentations based on the line-managers' assignment
- Prepare POA and annual review with the team
- Conduct designated projects based on the assignments from manager
- Write the related progress reports to donors
- Co-design project documentation with OD team
- Provide CDP and onsite visits to program beneficiaries to monitor progress, assess program effectiveness and provide feedback to the CDP manager and the technical team.
- Coordinate with local partner for data collection for concept note development
- Organize activities for capacity building of volunteers, target groups and program beneficiaries.
- Coordinating to project site for data collection for project preparation both CDPs and grant projects
- Screening budget tracking, activity plan and report to OD manager
- CSR/ER and special donor coordination for small and special project implementation based on OD manager assignment
- Translate project documents based on the assignment and interpret for expatriate occasionally
- Follow and support direction from OD manager, work smoothly and closely with HO and CDP staffs
- Ensure quality and effective program implementation in regular coordination with GN Global Partnership Center, GN GIF and GN Korea
- Handling another assignment from line-manager

Qualifications and Experience

- Excellent coordination skill and handling multiple tasks
- Excellent knowledge and experience of project management with government and multilateral agencies, grant funded projects and experience of grant compliance procedures for major multilateral and bilateral donors.
- 3 years' experience in development field with a university degree or 5 years' experience preferably in implementation of projects/programs in the domain of development and protection, child rights or community empowerment.
- Experienced/associated on baseline survey and M&E is a plus
- Good knowledge in community mobilization including participatory assessments, reviews, community training etc.
- Working knowledge in general office software applications (i.e., MS Word, Excel etc.)
- Demonstrated experience with the design, implementation, management and evaluation of early childhood development programs.
- Good oral/written communication and organizational skills.

Skills

- Good level of proficiency in Windows Excel and quantitative and qualitative analysis
- Track record of success grant design and win rate, in partner and donor relations
- Ability to design M&E tools, surveys, surveillance systems, and evaluations
- Good reporting skills in English and Lao is essential for this position
- Have critical thinking,
- Fluent in English and high level of writing skills
- Demonstrated ability to train and build capacity of others
- Experience in an International Non-Governmental Organization (INGO) or non-profit association (NPA) or in the United Nations (desirable)
- Ability to work under stress, with high responsibility to deliver the assigned task on time

Application Information

All interested candidates are required to submit their Cover Letter and CV via email (info@gnlaos.org) or post by delivery to Good Neighbor office in Vientiane: Ban Sisangvone, Saysettha Dist. Vientiane Lao PDR Tel & Fax: 021 415 711. **Salary 8,500,000Lak /month** Please include three references. Only short-listed candidates will be contacted for interview. **The deadline for application 27th August 2025**

Organizations Name	Good Neighbors Laos
Type of Organization	INGO
Type of Position	Full-time
National/International Position	National only
Duration	One year contract (possible to renew)
Deadline	27 th August 2025

Province Vientiane Capital

Contact Name

Telephone 021 415711 or +856 20 5922 7222
(Ms. Chindavone)

Contact Email info@gnlaos.org

Additional Information

Attachment

Last Edited
