**JOB DESCRIPTION**

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| **Job title** | Senior Program Officer | **Office** | Vientiane Capital |
| **Type of employment** | 8 Months contract (possibly renewable) | **Department** | Program |
|  |  | **Reports to** | **Program Quality and Development Manager (PQD)** |

**Background**: For more than 40 years, Action Education has worked for access to quality education in Africa, Latin America-Caribbean, 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 AE Program Officer is responsible for the planning, development, and execution of specific GEVEE projects within the organization. To ensure that programs are effectively implemented, monitored, and evaluated to meet the organization's objectives. The role involves collaborating with various stakeholders, including internal teams, partners, and beneficiaries, to ensure the successful delivery of GEVEE project goal.

# Key Responsibilities:

## Program Planning, Coordination, and Implementation

* Lead in the planning, coordination, and implementation of vocational and entrepreneurship education programs with a strong gender equality focus.
* Organize and schedule program activities, workshops, and events, ensuring seamless logistical arrangements.
* Ensure efficient resource management, including materials, equipment, and budgets to support program activities.
* Maintain optimal utilization of AE resources, ensuring availability when needed.
* Ensure that all AE resources are used efficiently and are available when needed for program activities.

## Financial Oversight & Reporting

* Prepare detailed project reports to Government agencies, Donors, AEA International, covering both narrative and finance aspects.
* Guide AE Program Manager in budget tracking and financial reporting, ensuring transparency and accountability.

## Training & Capacity Building

* Lead training sessions for staff, partners, and stakeholders on gender-sensitive approaches in vocational education.
* Support the development of educational content integrates gender equality principles.

## Stakeholders Coordination & Collaboration

* Engage partners, trainers, and stakeholders to ensure smooth program execution.
* Work closely with government partners to ensure participatory, transparent, and high-quality project planning, implementation, and monitoring in line with AE, government, and donor standards.
* Develop and maintain strong relationships with local authorities and communities, fostering collaboration.

## Monitoring, Evaluation, and Learning (MEAL)

* Track program performance, ensuring alignment with gender equality objectives
* Conduct monitoring activities, assessing attendance, outcomes, and participant feedback.
* Monitor key indicators, including dropout rates, retention, attendance trends, socio-economic impacts, gender equality progress, and community dynamics.
* Ensure compliance with the MEAL plan and donor-specific indicator tracking
* Regularly document and share best practices, lesson learned, and success stories across projects.

## Compliance & Quality Assurance

* Ensure full adherence to AE’s policies, protocols, and donor requirements throughout implementation.
* Conduct regular quality assurance assessments to maintain data integrity and reliability.

## Reporting & Visibility

Prepare reports for government counterparts and required

Facilitate field visits for AE delegations and external stakeholders to enhance engagement.

Participate activity in smoothly staff and counterpart meetings, contributing to discussions and decision-making processes.

***Qualifications and Experience:***

* Bachelor degree in a relevant field such as statistics, social sciences, international development, or a related discipline.
* Minimum of 3-5 years of progressive experience in monitoring, evaluation, and capitalization, preferably in the development sector.
* Excellent communication and interpersonal skills to build and maintain relationships with various stakeholders.
* Ability to work collaboratively with government officials, community leaders, and other partners.
* Strong organizational and problem-solving abilities.
* Proficiency in preparing detailed and accurate reports (both narrative and finance).
* Fluency in English and Lao languages, both written and spoken. Any ethnic language communication will be an asset.

**Application Process:**

Interested candidates should submit a cover letter and updated CV highlighting relevant experience and qualifications to Chindavanhvongvilay@action-education.org. Please indicate “Program Coordinator" in the subject line. Only shortlisted candidates will be contacted for interviews.

***Deadline for Application: 20 Oct 2025***

Action Education is an equal opportunity employer committed to diversity and inclusion. We do not discriminate on the basis of 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.