

## 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.

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**Position Title:** Program Officer (Lao Nationality)

### ■ Responsibilities:

- Daily check and approve activity plans and reports from project members
- Tracking project and update budget execution monthly to report line-manager and country director
- Tracking beneficiaries of all project for annual report writing
- Coordinate with CDPs or project team to monitor the progress of project implementation and recording to tracking system
- Oversee and handle special projects based on assignment
- Coordinate with government partners and project members for related data collection to prepare the project
- Co-prepare Plan of Action(POA) with CDP and OD members annually
- Conduct CSR/ER projects and writing reports to superior level and donors
- Develop activity plan and activity report for OD team of business trip or special project
- Translate project documents based on the assignment and interpret for expatriate occasionally
- Co-writing concept notes and prepare related documents for fundraising
- Prepare and arrange related meetings and events with team members
- Handle other jobs based on the assignments from line-manager

### Qualifications and Experience

- 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.
- 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,
- 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](mailto: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 8,500,000 Lak /month** Please include three references. Only short-listed candidates will be contacted for interview. **The deadline for application 23<sup>rd</sup> December 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	<b>23<sup>rd</sup> December 2025</b>
Province	Vientiane Capital
Contact Name	
Telephone	021 415711 or +856 20 5922 7222 (Ms. Chindavone)
Contact Email	<a href="mailto:info@gnlaos.org">info@gnlaos.org</a>
Additional Information	
Attachment	
Last Edited	