



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 Assistant – My Future 3

Based in Vientiane Capital

Duties and responsibilities will include:

- Facilitate general interaction among BRAVE, CSO and government counterparts. Liaising with relevant national government counterparts. This includes arranging meetings for the BRAVE project with government counterparts;
- Provide support to BRAVE staffs to compile and send the Bi- and annual reports (when they required) to ministries (MoH, MoES, MoFA and others) regarding to MoU and agreements;
- Prepare Request forms and register to the SAP, follow up and coordinate with HR, finance-admin and procurement staff for timely procurements and payments of partners, consultants, suppliers and others (equipment material etc.);
- Coordinate and support BRAVE staffs and relevant visitors to arrange air tickets, train tickets and other logistics related to travels within and outside country;
- Translate official letters or less important documents (correction MoU, agreements, contracts and etc., if any) for sending to government counterpart at national and provincial level from Lao to English and vice versa;
- Support BRAVE staffs to organize workshops, meetings and seminars in VTE and elsewhere in country as needed regarding administrative matter;
- Maintain the BRAVE filing (hard-copies and on the office server/share drive) and relevant databases, including ensuring regular inputs into databases based on the information provided by the BRAVE team;
- Compile monthly cash forecasts prepared by CSO partner staffs to project manager to review and send for approval by Program Director (PD);

- Support to update and following up annual/quarterly procurement plan with checking budget available before share to procurement team;
- Support PM send monthly, quarterly and annual financial reports to provincial managers and communicate better for cash forecast prepared;
- Assist PM for budget revision and support budgeting for Fund raising proposal;
- Perform any other tasks as deemed appropriate by the project team.

Qualifications, Experiences:

- Graduate degree or equivalent experience in administration or relevant sector.
- Experience coordinating with government counterparts.
- At least 2 years' experience working with NGO particularly to working with staff diversity and stay in different locations.
- Experience in developing training materials, developing a training program and lesson planning.
- Experiences in working and supporting CSOs.
- At least a year experience to using SAP system.

Skills:

- Good computer skills (including Word and Excel) essential.
- Good written and spoken English is essential.
- Good inter-personal and communication skills essential.
- Problem solving and negotiation skills.
- Good understanding in corporate software.

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 Assistant My Future 3 Jan'2026](#)

CLOSING DATE FOR APPLICATIONS: on Monday, 16th February 2026

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

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