



JOB DESCRIPTION

Job title	PROGRAM QUALITY AND DEVELOPMENT MANAGER (PQD)	Office	Vientiane, Laos
Type of employment	Twelve months, with the possibility of extension	Department	Program
Reports to	Country Director	Functional reports to	Country Director
Career Band	Professional staff	Grade	D2
Net salary			
Background	<p>Action Education Laos is an international association for development through education, has been ensuring access to quality education for the most vulnerable and marginalized populations, especially children, girls and women, so that they can all control their own development and contribute to a more peaceful and sustainable world.</p> <p>We promote lifelong learning because access to quality education helps to fight poverty and disease, limit climate change and build peace in a sustainable world. We focus on early childhood care and education, access to and quality of education at primary and secondary levels, as well as vocational training and social inclusion. Based on the values of dignity, inclusion and integrity, as well as on the principles of transparency, accountability and solidarity, we are running 91 projects in 20 countries in Africa, Asia and Europe - including France - for more than 1.5 million people.</p> <p>Action Education Laos is a dynamic and impactful organization dedicated to improving educational opportunities and livelihood prospects for underprivileged communities. We believe in empowering individuals through education and sustainable development initiatives. Our projects span across various regions, aiming to address socio-economic disparities and create long-lasting impact. Our mission is to empower individuals through quality education, fostering positive change in communities. We are seeking a highly motivated and skilled PQD to join our team and contribute to our mission-driven work.</p>		
Position Overview	<p>This position is a member of country direction committee and is responsible for leading and management of program design, evaluation and institutional funding.</p> <p>We are seeking a highly motivated and experienced Program Quality and Development Manager to oversee all education and livelihood projects under Action Education. The Program Manager will be responsible for planning, budgeting, implementing, and evaluating programs to ensure alignment with organizational goals and objectives. This role requires strong leadership, project management skills, and a passion for driving positive change in communities. S/he occupies a strategic</p>		



	<p>important role in ensuring development and delivery of high quality, evidence-based, and donor report compliance. The position reports directly to the Country Director and has regular interaction with senior staff, country and regional functions, donors and key stakeholders.</p> <p>Note: <i>This job description is intended to convey information essential to understanding the scope of the position and is not an exhaustive list of skills, efforts, duties, responsibilities, or working conditions associated with it. Management may modify this job description at any time based on organizational needs.</i></p>
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Core Accountabilities

Principle duties and responsibilities

Resource Mobilization and Program Development

- Develop, revise and implement the Country Fundraising Strategy, in line with the country strategy, to meet unrestricted and restricted funding needs and priorities, addressing all relevant donor audiences and using all appropriate fundraising methods and techniques.
- Develop partnership and positioning strategies based on mapped donor priorities, making sure to match leads with country program objectives.
- Lead/co-lead concept note, proposal and budget development for institutional and other major funding agencies, and ensure adherence to specific donor requirements and organizational standards.
- Manage coordinated planning, preparation, technical review, submission and follow-up of high quality concept notes and proposal submissions, in response to donor calls or unsolicited applications.
- Maintain an updated institutional donor database and provide regular and proactive alerts on funding opportunities that align with annual targets and program objectives.
- Conduct desk reviews, field assessments and information gathering for new program initiatives and support the initiation of new operations, in coordination with regional and country team members.

Program Accountability and Learning

- Develop and implement strategic plans for education and livelihood projects, in alignment with organizational objectives. Identify areas for growth and innovation to maximize impact.
- Oversee the entire project lifecycle, from conception to completion, ensuring adherence to timelines, budgets, and quality standards. Coordinate with project teams, partners, and stakeholders to achieve project goals.
- Manage project resources effectively, including budgets, staff, and materials. Allocate resources efficiently to optimize project outcomes and minimize waste.
- Establish and strengthen monitoring, evaluation and reporting processes and tools that directly support program quality at the local level.



- Identify mechanisms to track project progress and outcomes. Use data-driven insights to make informed decisions and drive continuous improvement.
- Support in the design of need assessments, evaluations and document key practices and lessons.
- Effectively put in place best practices and lessons learnt for cross-educational programs so they can be shared and/or replicated.
- Manage the documentation and communication of best practices that are coherent with the strategy, policy, systems & processes.
- Cultivate and maintain strong partnerships with government agencies, NGOs, donors, and other stakeholders. Collaborate with external partners to leverage resources and expertise for project implementation.
- Prepare regular and timely reports, presentations, and other communication materials to update stakeholders on project activities and achievements. Ensure accurate and timely documentation of project processes and outcomes to all stakeholders.
- Provide training and support to project staff and partners to enhance their skills and capabilities. Foster a culture of learning and professional development within the organization.
- Ensure compliance with relevant laws, regulations, and donor requirements. Identify and mitigate risks associated with project implementation, proactively addressing any issues that may arise.
- Assist the team member to draft/edit testimonies and case studies for sponsorship and communication.

Relationship Management, Coordination and Communication

- Manage, maintain and cultivate relationships with key institutional donors, and ensure responsive communication and follow-up, as needed.
- Interact with regional representatives of multilateral organizations and INGOs to ensure positive working relationships at country and regional levels.
- Encourage overall program cohesion through coordination and information-sharing across the region, and identify opportunities for programmatic synergy, where possible.
- Lead development of high quality communication and marketing materials that can be utilized for multiple purposes, including in country donor meetings, regional networking, and global marketing.

Team Contribution

- Constructively contributes and collaborates with all colleagues to achieve the organizational goals;
- Delivers high quality work that provides a conducive environment to our operating environment;
- Provide management and operational advice and support to the CDs and the team, including participate monthly staff meetings, etc.
- Complies with all legislations and the organization's policies and procedures.
- Undertake other related duties as may reasonably be assigned by country director.



Values and Behaviors

- Promote and be a role model to support organizational culture, growth, performance and image;
- Actively supports the organization commitment to the principles of diversity, inclusion and Equal Employment Opportunity (EEO);
- Actively demonstrates the organizational values and Principles:
 - **Dignity**
 - **Inclusion**
 - **Integrity**
 - **Solidarity**
 - **Transparency and Accountability**

Criteria

Qualification

- Master's degree in a relevant field such as Education, Development Studies, Business Administration, or a related discipline.
- Broad knowledge with key donors including AFD, European Union... etc.

Experiences and Skills

- At least 5 years of relevant experience in project management, preferably in the development sector. Proven track record of successfully managing complex projects and achieving measurable results.
- Strong leadership abilities with the ability to inspire and motivate teams towards common goals. Experience in leading multicultural and multidisciplinary teams is desirable.
- Excellent strategic planning and problem-solving skills, with the ability to think analytically and creatively to address challenges and seize opportunities.
- Exceptional written and verbal communication skills, with the ability to effectively communicate complex ideas to diverse audiences. Proficiency in English and any other relevant languages is an advantage.
- Strong interpersonal skills with the ability to build relationships and collaborate effectively with internal and external stakeholders. Demonstrated cultural sensitivity and ability to work in diverse settings.
- Passion for social impact and a strong commitment to Action Education's mission and values. Demonstrated understanding of and empathy for the needs of marginalized communities.
- Ability to thrive in a dynamic and fast-paced environment, with the flexibility to adapt to changing circumstances and priorities.
- Proficiency in Microsoft Office suite (Word, Excel, PowerPoint), project management software, and other relevant tools.
- Exceptional interpersonal and communication skills.
- Ability to work independently, prioritize tasks, and meet deadlines.

Core Competencies

Possess intermediate level in following core competency:

- **Working with People:** Shows respect for the views and contributions of other team members; shows empathy; listens, supports and cares for others; consults others and shares information and expertise with them; builds team spirit and reconciles conflict; adapts to the team and fits in well.
- **Drive for Results:** Sets high standards for quality of work in the project work plan; monitors and maintains quality of work; works in a systematic, methodical and orderly way; consistently achieves project goals; focuses on the needs and



	<p>satisfaction of internal and external stakeholders; accepts and tackles demanding goals with enthusiasm.</p> <ul style="list-style-type: none"> • Child Projection: Perform the highest standard to ensure child safeguarding in according with our Child Projection Policy.
Others	<ul style="list-style-type: none"> • An energetic self-starter with the resilience, pace, interpersonal flexibility and comfort with ambiguity to succeed within the evolving and sometimes demanding culture; • Ability to be flexible in the face of changing priorities. • A management style that is outcome-oriented, flexible and respects the capabilities and independence of staff, while providing them with a clear sense of direction. • Prior success working closely with and building relationships with staff, partnerships, and institutional donors. • Prior success working closely and building relationships with diverse groups of people. • Ability to travel locally, regionally and internationally; <p>Desirable additional skill:</p> <ul style="list-style-type: none"> • Bi-lingual: Lao and English/ French languages

How To Apply:

Interested candidates should email their CV and a cover letter outlining their suitability for the role to chindavanh.vongvilay@action-education.org with the subject line: **PROGRAM QUALITY AND DEVELOPMENT MANAGER (PQD)**

Application Deadline: 2 March 2026 (applications reviewed until position filled).

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.