



Until we are all equal

JOB DESCRIPTION PLAN LAOS

Title	Project Assistant- My Future 3		
Unit	Programme		
Reports to	Project Manager		
Location	Vientiane Capital	Travel required	10-30%
Effective Date	01/02/2026	Grade	

About Plan International in Laos (Plan Laos)

Plan International has been working in Laos since 2007 and is delivering integrated programmes in Bokeo, Champasak, Luang Prabang, Oudomxay, Saravane, Vientiane Capital and Vientiane provinces, and working through partners in other provinces. Plan Laos' 2020-2027 Country Strategy takes a life cycle approach and focuses on supporting children, especially girls to access their rights to **public health & nutrition, education & skills, adolescent development and participation, and skills & opportunities for youth employment and entrepreneurship**. We are globally mandated to provide humanitarian assistance in the event of an emergency taking place in Lao PDR.

Plan Laos is a leading INGO in Laos, and participates in a number of civil society and government sectoral working groups, regional and global networks. We work closely with the Ministry of Health; Ministry of Education and Sports; Ministry of Agriculture and Forestry; UN and civil society partners in accordance with the principles of aid effectiveness, promoting the child rights, especially girls. Our work includes community-based action, partner strengthening, and policy influencing and advocacy. Our values-based feminist leadership principles underpin our work. We are committed to the principles of being locally-led, globally connected.

Globally, by 2027, Plan International wants to have impacted the lives of 200 million girl.

ROLE PURPOSE

Plan Laos is implementing the *My Future 3* or BRAVE project across three districts—Paktha in Bokeo Province and Houn and Pakbeng in Oudomxay Province—to strengthen adolescents' sexual and reproductive health and rights. The project is carried out in close collaboration with three government line ministries and relevant provincial departments from the education, health, and Lao Women's Union sectors. It also partners with two civil society organizations: the Gender Development Association (GDA) and Community Health & Inclusion Association (CHIAs).

The Project Assistant (PA) – My Future 3 is responsible for administrative, procurement, logistic support for the project and coordination with partners.

DIMENSIONS OF THE ROLE

The role encompasses the following responsibilities:

- Primarily providing administrative support to My Future 3 or BRAVE project.
- Mainly coordination with national government counterparts and all government partners for administrative matters
- Provide all administrative support to CSO partners for administrative
- Main support to BRAVE to support update data in SAP system concerning programme side including support update SAP data for CSO partners in SAP.
- Does not manage a budget or PO, however provides analysis and support to project manager.
- Main support to coordinate for all partners for MoU process and related meetings
- Does not manage staff
- Contributes to Plan's disaster preparedness efforts and may participate in initial humanitarian response activities when required.

ACCOUNTABILITIES AND RESPONSIBILITIES

The Project Assistant will be accountable and responsible for the project.

1. Planning and coordination

- a. 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;
- b. 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.
- c. Provide technical support to draft letters, documents when BRAVE requires.
- d. Provide support with the production and dissemination of and follow-up on various publications, and participate in relevant advocacy and awareness raising activities related to BRAVE at national level to provide administrative and logistic support;
- e. Support to coordinate with all BRAVE staffs in Vientiane office and all districts, provincial level to collect their inputs for the Plan Laos communications.
- f. Support communication units in preparing documentations for visitors and producing IEC materials and case stories for the project.

2. Administration

- a. 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.)
- b. Coordinate and support BRAVE staffs and relevant visitors to arrange air tickets, train tickets and other logistics related to travels within and outside county.
- c. 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.
- d. Support BRAVE staffs to organize workshops, meetings and seminars in VTE and elsewhere in country as needed regarding administrative matter.
- e. Following up on correspondence with government focal points, as well organizing workshops and missions and handling the administration of contracts;
- f. Draft correspondence, memos, letters and inputs for reports on BRAVE;
- g. Facilitate to take meeting note for meetings, workshops under BRAVE (and PIL team as minimum required);
- h. 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;
- i. Filling and provide administration support for corporation agreement and partnership agreement with CSO and government partners.

3. Finance

- a. Create WBS and support BRAVE project manager to manage project expenses in SAP system.
 - b. Regularly update SAP programme as project manager required.
 - c. Create PR in SAP system for project team (and for PIL staffs as minimum required)
 - d. Assist in the preparation of a wide variety of financial documents and reports (estimates, budgets, justifications, requisitions etc.) for the project teams in close cooperation with the finance and program officers.
 - e. Compile monthly cash forecasts prepared by CSO partner staffs to project manager to review and send for approval by Program Director (PD).
 - f. Support to update and following up annual/quarterly procurement plan with checking budget available before share to procurement team.
 - g. Support PM send monthly, quarterly and annual financial reports to provincial managers and communicate better for cash forecast prepared.
 - h. Assist PM for budget revision and support budgeting for Fund raising proposal.
 - i. Preparing cash advance to head of programme (and PIL staffs as required).
 - j. Prepare cash advance and clear cash advance.
 - k. Review cash advance and purchase request by checking WBS and budget available for programme team before submit to the SAP system
 - l. Support CSO to prepare document for withdraw cash advance from PIL when required
1. Ensures that Plan International's global policies for Safeguarding Children and Young People and Gender Equality and Inclusion are fully embedded in accordance with the principles and requirements of the policy including relevant Implementation Standards and Guidelines as applicable to their area of responsibility. This includes, but is not limited to, ensuring staff and associates are aware of and understand their responsibilities under these policies and Plan International's Code of Conduct (CoC), their relevance to their area of work, and that concerns are reported and managed in accordance with the appropriate procedures.

4. Others

- a. Perform any other tasks as deemed appropriate by the BRAVE project team including occasional translations English-Lao-English.

KEY RELATIONSHIPS

The Project Manager may coordinate with positions listed in the tables below:

Internal contacts:

Position	Reasons for contact	Level (H/M/L)
Project Manager	<ul style="list-style-type: none"> Support for all administrative 	H
M&E Coordinator	<ul style="list-style-type: none"> Support for all administrative 	H
Provincial PH managers	<ul style="list-style-type: none"> Collecting information for reports or other administrative purposes. 	H
Grant and Finance staffs	<ul style="list-style-type: none"> Coordination on compiling regular grant reports SAP System matter 	H
HR staffs	<ul style="list-style-type: none"> Administrative matter related to staffs recruitment and payments 	M
Procurement staffs	<ul style="list-style-type: none"> Administrative matter related to procurement management 	H

External contacts:

Position	Reasons for contact	Level (H/M/L)
MoH staffs	<ul style="list-style-type: none"> Coordination of meetings and other administrative matters 	M
MoES staffs	<ul style="list-style-type: none"> Coordination of meetings and other administrative matters 	M
MoFA staffs	<ul style="list-style-type: none"> Coordination of MoU matters 	M
Suppliers and contractors	<ul style="list-style-type: none"> Coordination of procurement and contracts 	M
CSOs	<ul style="list-style-type: none"> Coordinate under partnership agreement between PIL and CSOs for administrative matter 	H

TECHNICAL EXPERTISE, SKILLS AND KNOWLEDGE

Essential

- Graduate degree or equivalent experience in administration or relevant sector
- Experience to use Microsoft excel, words, PowerPoint
- At least a year experience to using SAP system
- Experience coordinating with government counterparts

- Excellent written and spoken Lao
- Basic knowledge on English
- At least 2 years' experience working with NGO particularly to working with staff diversity and stay in different locations
- Proficiency in written and spoken English.
- Good ICT skills including Word, Excel, email/internet, Teams, and PowerPoint.

Desirable

- Experience in advocacy and campaigns, youth development and community development.
- Experience in developing training materials, developing a training program and lesson planning.
- Experiences in working and supporting CSOs.
- Commitment to taking a feminist leadership approach to management and leadership.
- Ability to support staffs in different locations with high pressure
- Respect for gender equity, inclusion and adherence to child rights.

PLAN INTERNATIONAL'S VALUES IN PRACTICE

We are open and accountable

1. Promotes a culture of openness and transparency, including with sponsors and donors.
2. Holds self and others accountable to achieve the highest standards of integrity.
3. Consistent and fair in the treatment of people.
4. Open about mistakes and keen to learn from them.
5. Accountable for ensuring we are a safe organisation for all children, girls & young people

We strive for lasting impact

1. Articulates a clear purpose for staff and sets high expectations.
2. Creates a climate of continuous improvement, open to challenge and new ideas.
3. Focuses resources to drive change and maximise long-term impact, responsive to changed priorities or crises.
4. Evidence-based and evaluates effectiveness.

We work well together

1. Seeks constructive outcomes, listens to others, willing to compromise when appropriate.
2. Builds constructive relationships across Plan International to support our shared goals.
3. Develops trusting and 'win-win' relationships with funders, partners and communities.
4. Engages and works well with others outside the organization to build a better world for girls and all children.

We are inclusive and empowering

1. We empower our staff to give their best and develop their potential
2. We respect all people, appreciate differences and challenge equality in our programs and our workplace
3. We support children, girls and young people to increase their confidence and to change their own lives.

PHYSICAL ENVIRONMENT

- Based in Vientiane with travel to provinces
- Travelling, working and staying in remote rural communities as necessary.
- Occasional travel within Laos for training and workshops

LEVEL OF CONTACT WITH CHILDREN

Mid contact: Occasional interaction with children