



Until we are all equal

JOB DESCRIPTION PLAN LAOS

Title	Project Assistant - Google – ASEAN DIGITAL WELLBEING PROJECT		
Unit	Programme		
Reports to	Project Manager (IT Manager)		
Location	Vientiane Capital	Travel required	10-30%
Effective Date	01/05/2026	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 (SOYEE)**. 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 civil society, development partner and government sectoral working groups, regional and global networks. We work closely with the Ministry of Agriculture & Forestry, Education, Environment, Foreign Affairs, Health etc., Tourism UN and civil society partners in accordance with the principles of aid effectiveness, promoting child rights, especially for girls and gender equality. 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

The Google – ASEAN Digital Wellbeing Project aims to address the growing digital risks faced by adolescents across the Asia-Pacific region as internet connectivity and smartphone use surge. The post-pandemic shift to online learning, socializing, and entertainment has increased young people's exposure to harmful content, cyberbullying, exploitation, and screen dependency.

Across Southeast Asia, adolescents are reporting high levels of digital addiction, stress, anxiety, and various online harms.

The program will reach **11 million** people, including **1 million** directly (youth, parents/caregivers, and educators) across 11 ASEAN countries. An additional 10 million will be reached through large-scale communication campaigns, influencer collaborations, and digital storytelling. Activities include educational workshops, digital wellness capacity building, social media campaigns, success stories, milestone communications, and a regional digital challenge.

Plan Laos is responsible to implement part of the program. The Program Assistant will provide vital coordination and operational support to the IT Project Manager in implementing the Google – ASEAN DIGITAL WELLBEING PROJECT in Laos. The role ensures smooth planning, communication, documentation, and delivery of project activities with support from IT Project Manager.

The project is carried out in close collaboration with the Ministry of Education and Sports, and relevant provincial departments from the education sector. It also partners with private sector stakeholders, including IT services providers based in Lao PDR.

DIMENSIONS OF THE ROLE

The role encompasses the following responsibilities:

- Primarily providing administrative support to The Google – ASEAN DIGITAL WELLBEING PROJECT.
- Coordination with national and sub-national government counterparts and all government partners for administrative matters.
- Provide all administrative support to Training service contractor on conducting training activities
- Main support to The Google – ASEAN Digital Wellbeing Project to support update data in SAP system concerning program side including support update SAP data for training service contractor in SAP.
- Provides analysis and support to project manager to manage a budget in PO.
- Main support to coordinate for all partners for MoU process and related meetings
- 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 THE GOOGLE – ASEAN DIGITAL WELLBEING PROJECT, training service contractor and government counterparts. Liaising with relevant national

- government counterparts. This includes arranging meetings for the project with government counterparts;
- b. Provide support to THE GOOGLE – ASEAN DIGITAL WELLBEING PROJECT staff to compile and send the Bi- and annual reports (when they required) to ministries (MoES, MoFA and others) regarding to MoU and agreements.
 - c. Provide technical support to draft letters, documents when THE GOOGLE – ASEAN DIGITAL WELLBEING PROJECT 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 THE GOOGLE – ASEAN DIGITAL WELLBEING PROJECT at national level to provide administrative and logistic support;
 - e. Support to coordinate with all THE GOOGLE – ASEAN DIGITAL WELLBEING PROJECT staff 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 THE GOOGLE – ASEAN DIGITAL WELLBEING PROJECT staff 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 THE GOOGLE – ASEAN DIGITAL WELLBEING PROJECT staff 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 THE GOOGLE – ASEAN DIGITAL WELLBEING PROJECT;
- g. Facilitate to take meeting note for meetings, workshops under THE GOOGLE – ASEAN DIGITAL WELLBEING PROJECT (and PIL team as minimum required);
- h. Maintain THE GOOGLE – ASEAN DIGITAL WELLBEING PROJECT 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 GOOGLE – ASEAN DIGITAL WELLBEING PROJECT team;
- i. Filling and provide administration support for corporation agreement and partnership agreement with training service contractor and government partners.

3. Finance

- a. Create WBS and support THE GOOGLE – ASEAN DIGITAL WELLBEING PROJECT manager to manage project expenses in SAP.
- b. Regularly update SAP PO as project manager required.
- c. Create PR in SAP for project team (and for PIL staff 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.
- e. Support to update and following up annual/quarterly procurement plan with checking budget available before share to procurement team.
- f. Assist PM for budget revision and support budgeting for Fund raising proposal.
- g. Preparing cash advance to head of programme (and PIL staff as required).

- h. Prepare cash advance and clear cash advance.
 - i. Review cash advance and purchase request by checking WBS and budget available for programme team before submit to the SAP system.
 - j. Support IT SERVICES PROVIDERS 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 GOOGLE – ASEAN DIGITAL WELLBEING 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 Manager	<ul style="list-style-type: none"> • Support for all administrative 	H
Grant and Finance staff	<ul style="list-style-type: none"> • Coordination on compiling regular grant reports • SAP System matter 	H
P and C staff	<ul style="list-style-type: none"> • Admirative matter related to staff recruitment and payments 	M
Procurement staff	<ul style="list-style-type: none"> • Admirative matter related to procurement management 	H

External contacts:

Position	Reasons for contact	Level (H/M/L)
MoES staff	<ul style="list-style-type: none"> • Coordination of meetings and other administrative matters 	M
MoFA staff	<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

IT SERVICES PROVIDERSs	<ul style="list-style-type: none"> Coordinate under partnership agreement between PIL and IT SERVICES PROVIDERSs for administrative matter 	H
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TECHNICAL EXPERTISE, SKILLS AND KNOWLEDGE

Essential

- Graduate degree or equivalent experience in administration or relevant sector
- Experience coordinating with government counterparts
- Excellent written and spoken Lao
- Ability of written and spoken in English.
- Good ICT skills including MS Office, Collaboration Platform, SharePoint, Cloud-based apps for data-driven reporting, and AI-assisted workflow management

Desirable

- Experience in advocacy and campaigns, youth development and community development.
- Experience in developing training materials, developing a training program and lesson planning.
- Experience working with NGO particularly to working with staff diversity and stay in different locations
- Experiences in working and supporting conducting training activity.
- Commitment to taking a feminist leadership approach to management and leadership.
- Ability to support staff 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

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

We strive for lasting impact

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

We work well together

- Seeks constructive outcomes, listens to others, willing to compromise when appropriate.
- 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