

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.

Position Title: Project coordinator (Lao Nationality) To manage Post project enhancement for quality and accessibility improvement and community developing

■ Essential Functions & Responsibilities:

- Operate and oversee project activities implementation with local partners daily
- Coordinate with local partners and existing CDP manager to facilitate the activities implementation
- Co-conducting project activities with local governments
- Coordinate with community leaders for project implementation
- Monitor the progress of activities implementation at community level
- Collect related data for report writing to related government partners and donors
- Prepare weekly and monthly activity plan and reports prior/after activity completion
- Report to CDP manager, Operation Department manager and Country Director regularly
- Arrange logistic tasks for meeting, training, and business trip
- Reports all progress of activities implementation to line-manager regularly
- Writing the project report to line-managers respectively
- Facilitate the visits of managers, country directors and donors
- Attend weekly meeting with line-manager and OD team to update and develop the plan together.
- Translate project documents based on the assignment and interpret for expatriate occasionally
- Follow and support direction from CDP manager, OD manager, and Country Director occasionally

■ Requirements

- Project activities implementation experiences under NGO, INGO, and UN agencies is preferable, but not mandatory. The final year student who has high willing to work with INGO in the future is welcome.
- Able to develop activity plan and report to line-manager, local partner and donors
- Good at English both speaking and writing
- Having experiences on working with unemployment youth and out of school children is considerable
- Willing to work with ethnic group people in remote areas
- Able to stay in project site during the contract period and travelling to Vientiane capital based on requirements
- Willing to work with different kinds of people

- High interpersonal mindset
- This post requires 9 months contract, but if final year student joining us, it will be considered based on the available schedule
- If the student comes from Luangprabang province, it can be discussed on the basis
- GN Laos willing to building the capacity for the post to be able to work with INGO in the future
- Opportunity to work with experiences project manager
- Only you are willing to learn INGO working environment

Application Information

All interested candidates are required to submit their Cover Letter and CV via email (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 8,000,000 Lak /month** Please include three references. Only short-listed candidates will be contacted for interview. **The deadline for application 26th April 2026**

Organizations Name	Good Neighbors Laos
Type of Organization	INGO
Type of Position	Full-time
National/International Position	National only
Duration	9 months contract (possible to renew)
Deadline	26th April 2026
Province	Luangprabang provincial , Health department
Contact Name	Ms. Chindavone
Telephone	021 415711 or +856 20 5922 7222
Contact Email	info@gnlaos.org
Additional Information	<ul style="list-style-type: none"> ✓ Weekly traveling to project site in Chomphet and nambak districts ✓ Occasionally travelling to Head office in Vientiane capital ❖ Beneficiaries ✓ Accommodation provision if he/she comes from other provinces or out of project site ✓ Health insurance during contract period
Attachment	
Last Edited	