



## Job Description

### Senior Officer, Literacy Program Laos, Vientiane Capital

**Department: Literacy Program**  
**Level: Senior Program Officer**  
**Report to: Senior Manager, Literacy Program**  
**Application close: 27 May 2026**

## Organization Profile

Founded in 2000 on the belief that World Change Starts with Educated Children®, Room to Read envisions a world free from illiteracy and gender inequality, where all children have room to read, learn and grow – creating lasting change. Through our Literacy Portfolio, we train and coach teachers of the early grades in literacy instruction; create and publish quality books and curricular materials in local languages; and establish children’s libraries filled with diverse children’s books that can be enjoyed at school and home. Our Gender Equality Portfolio supports adolescents, particularly girls, in developing life skills that promote gender equality, helping them to pursue lifelong learning and make informed decisions.

We support young people of all genders to overcome gender biases and build the knowledge and skills to create a gender-equal world. Room to Read collaborates with local communities, partner organizations, publishers, and governments to test and implement innovative models that can be integrated into the education system to deliver positive outcomes for children at scale. To date, Room to Read has benefited more than 50 million children in 28 countries.

Learn more at [www.roomtoread.org](http://www.roomtoread.org)

## Position Overview:

The Senior Literacy Program Officer (Sr. LPO) is responsible for leading the implementation of classroom library training at Teacher Training Colleges (TTCs), ensuring all activities are delivered on time, efficiently, and with strong coordination. Serving as the literacy skills focal point at TTCs, the Sr. LPO provides technical support and contributes to the overall quality of literacy programming. This position reports to the Senior Literacy Program Manager (Sr. LPM).

## Responsibilities

### Overall

- Support the design and development of training plans, training packages, and professional learning materials to ensure high-quality classroom library implementation.
- Deliver high-quality Training of Trainers (TOT) sessions and provide on-site coaching and technical guidance to implementing partners (TTC lecturers and master trainers).
- Collaborate with the Senior Program Operations Associate to coordinate logistics for partner activities, including participants, venues, travel, accommodation, and meals

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### **Management and Coordination**

- Work closely with the Senior Literacy Program Manager (Sr. LPM) on program coordination and implementation.
- Serve as a key focal point for implementing partners (TTCs, PESS), ensuring timely communication and resolution of operational and technical issues.

### **Program Design, Implementation, Training, and Monitoring**

- Support the contextualization and delivery of training packages aligned with program design.
- Provide ongoing coaching and technical support to partner trainers and lecturers to ensure quality implementation of classroom libraries.
- Monitor program activities through field visits and partner engagement to ensure alignment with standards and expected outcomes.
- Ensure timely submission of well-written, high-quality success stories

### **Planning, Reporting and Documentation**

- Provide inputs to planning, budgeting, and forecasting processes in line with country office (CO) and global office (GO) guidance.
- Collect, consolidate, and review program data (e.g., Program Implementation Monitoring (PIM)) to support monitoring and reporting.
- Document best practices, lessons learned, and implementation insights to inform program improvement.
- Support coordination with government counterparts (e.g., PESS) and TTCs to strengthen Implementation and alignment.

### **Networking and Thought Leadership**

- Build and maintain strong working relationships with implementing partners, local stakeholders, and NGOs.
- Represent Room to Read in relevant forums, promoting the importance of reading and classroom libraries.
- Identify opportunities for collaboration, knowledge sharing, and strengthening partner capacity.

### **Qualifications**

#### **Required:**

- University degree in Education, Social development, or others related field
- Excellent knowledge and understanding of teaching methodologies, curriculum, and teacher training at the primary stage
- Minimum of 5 -8 years' related work experience
- Experience developing and delivering teacher trainings
- Working knowledge and understanding of project management methodology and software
- Strong planning, budgetary, supervising, and project implementation skills
- Proven ability to work effectively with schools and communities
- Good interpersonal skills and a team player



- Proven ability to build the capacity of others to achieve desired outcomes
- Ability and desire to travel frequently
- Ability to juggle multiple priorities simultaneously

**Preferred:**

- Master's degree in education or related field
- Experience teaching at the primary grade level
- Experience working with rural communities
- Effectiveness in working or volunteering in a non-profit organization that is focused on maintaining high quality work and low overhead
- Prior track record of achieving results in a fast-paced, growth-oriented global or regional organization

**Compensation**

Room to Read Laos values the commitment of our staff, and offers a professional & respected working environment, competitive monthly salary and other benefits such as annual salary review, a Wellbeing allowance, 13<sup>th</sup> month salary bonus, gratuity bonus, performance bonus, Staff Medical Insurance, Social Security Organization (SSO), annual medical check-up, phone allowance and other leave benefits based on Lao Labour Law.

Room to Read is an equal opportunity employer committed to identifying and developing the skills and leadership of people from diverse backgrounds.

Room to Read is a child-safe organization; all personnel must adhere to Room to Read's Child Protection Policy, Child Protection Code of Conduct and Prevention of Sexual Exploitation and Abuse (PSEA) Policy.

**Application:** click on: [https://osv-rtr.wd5.myworkdayjobs.com/RoomToRead/job/Laos---Main---Vientiane/Senior-Officer--Literacy-Program\\_R-03274](https://osv-rtr.wd5.myworkdayjobs.com/RoomToRead/job/Laos---Main---Vientiane/Senior-Officer--Literacy-Program_R-03274)