



Job Description

Officer, Quality Reading Materials Laos, Vientiane Capital

Department: Literacy Program

Level: Program Officer

Report to: Manager, Quality Reading Materials

Application close: 28 Jul 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

Position Overview:

The Quality Reading Materials (QRM) Officer's primary responsibilities include providing high-quality translation of relevant documents and materials, as well as technical and coordination support for all aspects of QRM publishing initiatives. The ideal candidate must possess a clear understanding of specialized terminology related to children's publications, the local publishing industry, and educational materials. Additionally, he/she should understand the country context regarding the use of educational resources across pre-primary, primary, and university levels. The Officer will also coordinate, facilitate, and lead program workshops focused on co-creation and new materials development, while fostering strong partnerships with local publishers and relevant stakeholders.

The position is based in Vientiane with some travel required and reports directly to the Quality Reading Materials Manager.

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#218, ໜ່ວຍ 10, ບ. ວັດນາກ, ມ. ສີສັດຕະນາກ, ນະຄອນຫຼວງວຽງຈັນ

ຕູ້ ປ.ນ. 11607, ໂທ: (856-20) 55526105

ອີເມລ: lao.office@roomtoread.org

Room to Read in Lao PDR

#218, Unit 10 Watnak Village, Sisattanak District, Vientiane Capital

P.O. Box 11607, Phone: (856-20) 55526105

Email: lao.office@roomtoread.org



Responsibilities

Overall

- Support data collection and translation for the development of materials design, professional learning resources and all related quality reading Materials program.
- Support the quality implementation of Program activities in alignment with global guidelines, country priorities and MOUs.
- Contribute to research and learning activities to strengthen program effectiveness.
- Contribute the management and effective use of digital platforms (e.g., Literacy Cloud), coordinating with CO and GO teams as needed.
- Collaborate with Program Operations and Administration teams to coordinate logistics for QRM activities.

Management and Coordination

- Collaborate with government counterparts and partners (e.g., RIES/MOES, NIFA/MOICT, publishers) to support effective program implementation.
- Maintain regular communication with stakeholders, ensuring alignment with program objectives and guidance from the QRM Manager.

Program Design, Implementation, Training, and Monitoring

- Support the development of tools, guidelines, and curricula for book publishing partnerships (e.g., book review manuals).
- Support all relevant book publishing activities engagement such as co-creation, publishers' engagement and new title development.
- Coordinate with Global Office teams to address technical issues and ensure alignment with global standards.

Planning, Reporting and Documentation

- Provide inputs to planning, budgeting, and forecasting processes in line with CO and GO guidance.
- Prepare and manage book data for publication on Literacy Cloud and government platforms, ensuring accurate records in GSD.
- Collect, consolidate, and analyze program data to support monitoring and reporting.
- Document program outputs, best practices, and lessons learned, and maintain organized records on SharePoint.

Networking and Thought Leadership

- Build and maintain strong working relationships with key stakeholders, including government agencies, publishers, and private sector partners.
- Represent Room to Read in relevant forums, promoting collaboration, knowledge sharing, and quality children's reading materials.



Qualifications

Required:

- Bachelor's degree in education, Language, Communication, Fine Arts or related field (Master's degree preferred)
- Minimum of 5 years of relevant experience with NGOs, INGOs, or publishing companies
- Strong understanding of the local publishing industry and children's literature
- Familiarity with Educational material design, and skilled in developing/editing training manuals or guidelines
- Skilled in manuscript editing, graphic design, and layout (experience with Adobe Photoshop and InDesign is a plus)
- Strong report writing and documentation skills
- Proven ability to deliver results and meet deadlines
- Proficient in both Lao and English (spoken and written)
- Proficient in Microsoft Office and able to apply AI tools to improve work efficiency.

Preferred:

- Facilitation and training skills
- Previous experience in children's book publishing
- Strong organizational skills with the ability to manage multiple priorities
- Experience working with writers, illustrators, and schools
- Ability to translate between English and Lao
- Proactive in learning and applying new skills

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, 13th 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/Officer--Quality-Reading-Materials_R-03276