



Until we are all equal

We are looking for enthusiastic, dedicated development professionals interested in long term careers with a major international children's NGO.

Plan International is an independent development and humanitarian organisation that advances children's rights and equality for girls. Working together with children, young people, our supporters and partners, we strive for a just world, tackling the root causes of the challenges facing girls and all vulnerable children. Plan, one of the world's largest children's INGOs, works with children and poor communities in 50 countries.

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. Visit www.plan-international.org for more information.

Plan is an equal opportunity employer. **We strongly encourage applications from women, members of ethnic groups and people with disabilities and LGBTQIA+ colleagues.** Plan offers competitive salaries and long-term employment opportunities for all posts.

Plan International Laos is looking for a **Lao National** for the following position:

Project Assistant Based in Vientiane Capital

Name of the Project: Climate Ready School Project.

Duties and responsibilities will include:

- Facilitate general interaction among Climate Ready School project, CSO and government counterparts. Liaising with relevant national government counterparts. This includes arranging meetings for the project staffs with government counterparts;
- Provide support to the project staffs to compile and send the Bi- and annual reports (when they required) to ministries MoES, MoFA and others) regarding to MoU and agreements;
- 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 project team at national level to provide administrative and logistic support;
- 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.);
- 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;
- Support the project staffs to organize workshops, meetings and seminars in VTE and elsewhere in country as needed regarding administrative matter;

- Coordinate and support project staffs and relevant visitors to arrange air tickets, train tickets and other logistics related to travels within and outside county;
- Facilitate to take meeting note for meetings, workshops under the project (and PIL team as minimum required);
- Maintain the 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 project team;
- Support PM send monthly, quarterly and annual financial reports and communicate better for cash forecast prepared;
- 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;
- Assist PM for budget revision and support budgeting for Fund raising proposal;
- Create WBS and support project manager to manage project expenses in SAP system;
- Perform any other tasks as deemed appropriate by the project team.

Qualifications, Experiences:

- Graduate degree or equivalent experience in administration or relevant sector.
- Experience coordinating with government counterparts.
- At least 2 years' experience working with NGO particularly to working with staff diversity and stay in different locations.
- Good written and spoken English is essential.
- Experience in developing training materials, developing a training program and lesson planning.
- 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.
- Experiences in working and supporting CSOs.
- 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.

FOR ALL PLAN POSITIONS:

- We strongly encourage equally qualified female candidates to apply.
- Strong commitment to the equal rights and participation of girls and women is essential.
- Strong commitment to the Rights of the Child is essential.
- Plan does not tolerate child abuse. All Plan staff are selected and employed in line with the conditions of Plan's Child Protection Policy. These include appropriate reference and background checks.
- Applications will not be acknowledged. Only short-listed candidates will be contacted. No correspondence or telephone calls will be entered into.
- Short listed candidates will be required to attend panel interviews and other selection procedures.

Herewith the Job Description (JD): [JD Plan Laos Project Assistant CRS Project May'2026](#)

CLOSING DATE FOR APPLICATIONS: by midnight on Wednesday, 27th of May 2026

TO APPLY FOR THIS POST:

Send your resume/CV, and cover letter. In the cover letter please state on a separate page your preferred **start date, names and contact details of three referees and your salary expectations for each position**, to **Plan International Laos, Vientiane, Lao PDR**, or to PlanLaos.JobVacancies@plan-international.org

Please state in cover letter how you learned about the job – through emails, INGO Directory, 108 Jobs, or friends.