



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 80 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 Coordinator, 1 Position

Based in Houixay District, Bokeo Province

This three-year project, which builds on the previous CCA project, empowers women and youth in 22 rural communities in Bokeo Province, Laos, to build their capacity in climate resilience and sustainable livelihoods. Its overall objective (impact) is to increase rural livelihood opportunities for youth and women in communities in the province by supporting improved farming methods and entrepreneurship opportunities and promoting climate adaptation and resilience methods. The project aims to achieve three outcomes: (i) An enabling environment for resilient agriculture practices is strengthened through community-based support; (ii) Youth and women farmers in target communities enhance and develop their skills by accessing knowledge services, leading to diversified and improved livelihood opportunities; and (iii) Communities, especially youth and women, develop and deepen their awareness and increase their adaptation and coping strategies in response to the negative impacts of climate change **“Strengthening Lao Women And Youth For Climate Resilience And Sustainable Livelihoods Project”**.

The purpose of this role is to provide high-level management and implementation of the CCA Phase II project, building on the successful achievements of the CCA Phase I project. Improving household economies benefits children and young people – supporting them in improving food security, climate-smart agriculture, and livelihood development. The Project Coordinator will be responsible for supporting the Project Manager, including supporting all activity planning and implementation within the scope of the project, as well as ensuring M&E data collection and coordinating with provincial and district government partners, managing Work Breakdown Structure (WBS) and Systems,

Applications, and Products in Data Processing (SAP) systems, and procurement planning, cash forecast coordination, assisting in finance, delivering meetings and trainings, etc.

Duties and responsibilities will include:

- Provide overall technical support and assistance to ensure the quality implementation of the project's activities in the project target communities in Bokeo Province;
- Provide support and assistance in the effective management and administration of the project;
- Ensure integration of climate-smart agriculture practices in project activities and training modules;
- Lead the development and dissemination of climate-smart agriculture practices among local farmers and the community;
- Manage all responsibilities of the delivery and implementation of project activities related to cultivation and livestock-fishery activities related to climate-smart agriculture practices;
- Lead climate change awareness-raising initiatives and ensure effective implementation of school safety assessments, as well as the promotion of adaptive innovations for climate change adaptation and disaster risk preparedness;
- Assist the Project Manager to manage M&E Framework, project monitoring, evaluation, research and learning (MERL), updating PMERL, procurement plan and detailed implementation plan (DIP);
- Set up and maintain an effective working relationship with Civil Society Organization (CSO) service contract and Government offices at provincial and district levels, and the project target communities;
- Support in managing the project budget, ensuring that it aligns with Plan International's policies and compliance, and prepare a monthly cash forecast and monitor the budget expenses;
- Coordinate and support the local government partners' capacity building and mentoring process over the project period;
- Facilitate young women and men, farmers, and villagers' capacity building on establishment, functions, basic trading skills, and provide training to young women and men on business plan development and entrepreneurship skills;
- Ensure M&E framework data collection on a quarterly and bi-annually basis, and support in conducting baseline, end-line, M&E, mid-term and final evaluation of the project;
- Assist the Project Manager in developing and providing technical support strategy for the project implementation.
- Develop DIP and budgets for approval by the Country Office (CO) on monthly/quarterly work plans and budgets in consultation with the Project and Finance Managers.
- Lead and support the documentation of progress reports to government agencies, including quarterly, bi-annual and annual reports against the approved Memorandum of Understanding (MOU).
- Contribute to the development of the annual work plan and actively track project progress against the MERL framework and budget.
- Support the Project Manager with project M&E, including collecting case stories, organize focus group discussions with farmers and young entrepreneurs, as well as support donor monitoring visits;
- Set up and maintain an effective working relationship with project implementing partner and Government offices at provincial and district levels;
- Provide consistent support to strengthen the Project Implementing Partner coordination systems for effective planning, monitoring and coordination.

Qualifications, Experiences:

- Bachelor's degree or equivalent in agriculture, economics, or related field and knowledge related to agricultural development, including climate change adaptation, employment development, income generation and/or livelihoods improvement.
- At least five (5) years of working experience in providing management assistance at a district or provincial project office.
- Experience in providing technical extension on livestock, cash crops, non-timber forest products (NTFP) domestication and related income generation and land-use planning.
- Proven experience in working with provincial and district government offices, in particular, PAEO, DAEO and PESS.
- Knowledge and experience in developing training material and farmer training in agriculture, livestock and agri-business entrepreneurship skills.
- Experience in value chain (or market access facilitation) post-harvest management is an advantage.
- Respect for gender equality and adherence to child rights.

Desirable:

- Strong coordination skills with key partners, and a good understanding of issues and development in the agriculture sector in Bokeo province.
- Proactive attitude and results orientated, patient and ability to work well cross-culturally.
- Good communication in English (spoken and written).
- Ability to write clear, effective project reports.
- Good computer skills (MS Word, Excel, Access, PowerPoint).
- Able to be diplomatic with external stakeholders.
- Able to analyze situations and identify issues and opportunities.

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 Coordinator - CCA Phase II](#)

CLOSING DATE FOR APPLICATIONS: by midnight on Thursday, 18th of June, 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.