



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 Officer, 2 Positions

Work Location: *(Please mention your preferred work location in the subject line of your email)*

- **Pha Oudom District, Bokeo Province - 1 Position**
- **Paktha District, Bokeo Province - 1 Position**

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 medium-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 Officer will be responsible for supporting the Project Coordinator and Manager, including supporting all activity planning and field implementation within his/her responsible district, as well as ensuring M&E field data collection and coordinating with district government partners, managing Systems, Applications, and Products in Data Processing (SAP) systems, procurement process, cash forecast coordination, assisting in finance, setting up meetings, and delivering training, etc.

Duties and responsibilities will include:

- Set up and maintain an effective working relationship with Civil Society Organization (CSO) service contract and the Government offices at the district, youth and target communities;
- Support managing all responsibilities of the delivery and implementation of project activities related to cultivation and livestock-fishery activities related to climate-smart agriculture practices;
- Assist the Project Manager and Coordinator to manage M&E Framework, project monitoring, evaluation, research and learning (MERL), field data collection, procurement processes and all aspects of administration;
- Support demonstrating the Participatory Forest and Agriculture Land Use Planning, Allocation and Management (PFALUPAM) land-use planning method for DAEO and farmer groups and communities;
- Closely coordinate with local government agencies to mobilise and monitor the effectiveness of implementing project intervention, and support and encourage the use of Community and Innovation Learning Centers (CILCs) previously established and supported in CCA (Phase I), extension management system, youth and young women's micro-enterprises, climate change awareness campaigns, and livelihood adaptation planning;
- Support young women and men, farmers, and villagers' capacity building on establishment, functions, basic trading skills, and assist in providing training to young women and men on business plan development and entrepreneurship skills;
- Support field data collection on a quarterly and bi-annually basis and in conducting baseline, end-line, M&E, mid-term and final evaluation of the project;
- Support the local government partners' capacity building and mentoring process over the project period;
- Assist with the production and dissemination of and follow-up on various publications, and participate in relevant advocacy and awareness raising activities to provide administrative and logistic support;
- Follow up and coordinate with finance, procurement and other staff for timely procurements and payments of partners, consultants, suppliers and others (equipment material etc.);
- Support to arrange air, train, bus tickets and other logistics related to travel within and outside the country for the project team members;
- Support to organize the training, workshops, meetings and seminars, including to organize documentation, admin and finance;
- Assist in the preparation of a wide variety of financial documents and reports, including monthly cash forecast, budgets, justifications, requisitions, etc.

Qualifications, Experiences:

- Graduate degree or equivalent in agriculture, economics, education or related field.
- Knowledge regarding agricultural development, including climate change adaptation, employment development, income generation and/or livelihoods improvement.
- At least three (3) years' working experience in field project implementation at the district and community development.
- Experience coordinating with local government counterparts and CSO partners.

- Good computer skills in Office applications.
- Experience of working with young people, ethnic minority groups in remote and rural areas;
- Ability to represent in meetings and present on set topics to groups of people.

Desirable:

- Excellent written and oral skills in Lao language.
- The ability to speak Khumu and Hmong languages will be an advantage.
- Medium written and spoken English.
- Able to be diplomatic with external stakeholders.
- Able to analyze situations and identify issues and opportunities.
- Respect for gender equity 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 Officer - 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

Important: When submitting your application, please clearly specify the preferred work location (Province) you are applying for.

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