

JOB OPPORTUNITY

Program Officer – Based in Vientiane, Lao PDR

Los Angeles-based AIDS Healthcare Foundation (AHF), a non-profit, is a global organization providing cutting-edge medicine and advocacy to more than 3 million patients in 50 countries. We are the largest provider of HIV/AIDS medical care in the U.S.

AHF Asia Bureau which is based in Cambodia is implementing its projects in Cambodia, China, Indonesia, Myanmar, Nepal, Philippines, Thailand, Vietnam, and Laos. We are now looking for a competent candidate to fulfill a position of **Program Officer – Based in Vientiane, Lao PDR**.

Position Summary:

Program Officer is responsible for leading managing and overseeing the operation of HIV/AIDS program in LAOS. He/she will provide technical support for quality improvement of HIV testing, linkage and care treatment services for HIV/AIDS in the AHF-supporting sites. Working alongside AHF's program teams and AHF partners, he/she will manage the development and implementation of high-quality and appropriate care and treatment services that uphold AHF's reputation as a strong critically reflective and analytical organization. You will lead on the development strategy and budget plan to support testing, care and treatment services and provide direct technical support to partners at the provincial and district level. Additionally PO will be responsible to coordinate AHF LAOS's advocacy and marketing (AAM) work with support to country objectives and Global advocacy & Marketing priorities.

Essential Duties and Responsibilities:

- Managing and monitoring the quality of existing HIV/AIDS related program, identifying new areas for AHF operation in Laos, especially in the northern provinces;
- Providing technical support for partners in the area of HIV Testing, linkage and Treatment, including training support and implementing;
- Facilitates/ coordinates with testing sites to ensure tracking of all new HIV positive clients and their enrolment into ARTs to start receiving care and treatment service.
- Conducting regular monitoring and evaluation of the project outlined in the work plans and keeping Country Program Manager informed of the quality, relevance and other important issues of the project to manage effective implementation to achieve targets of the set objectives; Conducting a situational analysis that provides information about treatment related projects or activities, including government prevention and treatment plans on various provinces of Laos;
- Providing assistance and guidance to Provincial Health Authorities and testing and treatment sites and other partner agencies to analyze and use data from their monitoring and evaluation system to make informed decisions on ARV treatment related activities;
- Leading and/or assisting in the planning and scheduling of trainings, workshops, presentations and other events;
- With guidance from CPM; plan and implement activities related to capacity building, biannual meeting, and monitor and evaluate the program activities.
- Support CPM in planning and implementing marketing and advocacy activities;
- Prepare annual country advocacy and marketing plan (AAMP) and budget, with consideration of direct reflection of designed global, regional, and local AAM goals, including campaigns and regular activities to support treatment, care, prevention and testing, brand level communication, and key events.

- Coordinate and implement annual AAMPs with different stakeholders including national development networks, key decision policy makers, relevant technical working groups and media; and collaborate with those stakeholders to mobilize financial support to AAM work.
- Coordinate with all site partners to plan and implement site events and activities to ensure all are aligned with country objectives and implemented in cost effective manner and receive the best impact.
- Act as a key person for developing marketing strategies and PR/Media Communications and monitor its implementation in line with the organization's strategy priorities to promote public awareness/ engagement, brand visibility, service referral and behavioural change that contributes to promote comprehensive prevention initiatives and client retention in care.
- Manage AHF's media monitoring agencies (print press clips, web, video, and radio).
- Work with the Program (or site/province) Coordinator and M&E Officer to develop effective prevention messaging for dissemination and support to push the issues related to reproductive health and condom promotion and advocacy by creating enabling environment for policy change.
- Design and implement campaigns to expand AHF LAOS's target audience reach, especially youth/MSM/Sex workers/HIV+ groups.
- Liaise with Asia Bureau and Global Advocacy team in developing specific and general HIV/AIDS and related news stories, articles, and opinion pieces to print, online and electronic news outlets.
- Oversee AHF press conferences and media events and strengthen media relations through strategic media activations.
- Represent AHF at meetings and conferences, and events and communicate key updates and issues in the regular monthly, quarterly, semi-annual, and annual narrative reports.
- Provide and facilitate timely reporting of the organization narrative reports to AHF Asia Bureau, as well as the Lao government. Make sure to follow up with AHF Finance for the monthly expenses as per monthly implementation plan/cash call and book the cost by applying approved cost centre.
- Performs other duties as assigned by CPM.

Education and/or Experience:

- Master Degree in Public Health or equivalent;
- At least five years experiences in in community - based health programs/health development experience field, with experience in HIV/AIDS. Program management and organizational development experience and experience working with care and treatment issues is helpful;
- Experience in conducting/facilitating trainings/workshops;
- Experience in supervising staff and acting as a liaison to relevant ministries and stakeholders.
- Ability to write reports, business correspondence, and procedure manuals.
- Ability to effectively present information and respond to questions from political groups, government agencies, private contributors, and the general public
- Proficiency with the Microsoft Office – Word processing, databases, spreadsheets, presentation software, Internet research, and electronic mail use.

Computer/Software Skills & Abilities:

- Proficiency with the Microsoft Office – Word processing, databases, spreadsheets, presentation software, Internet research and electronic mail use.

*Please visit our website to learn more about AHF www.aidshealth.org. The interested candidate is invited to submit the **Cover Letter and CV** to GlobalHR.Asia@aidshhealth.org by the closing date of **16 July 2026**. Please note that only short listed candidates are contacted for an interview.*