



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:

Communications Officer, 1 Position

Based in Vientiane Capital

The Communications Officer (Lao PDR) is responsible for driving the localised implementation, operational execution, and absolute quality assurance of Plan International's communications, branding, and public visibility activities specifically within Lao PDR. Operating as a key country lead under the strategic direction and supervisory oversight of the cross-country Communications Manager, the postholder serves as the primary on-the-ground operational focal point for local-level content collection, multi-media content creation, country-level campaign leadership, and bilingual translation services. The role combines hands-on creative execution with strict process management, encompassing comprehensive digital platform administration (including Plan International Laos websites, social media channels, and the global intranet platform, OnePlan), the collaborative development of Social and Behaviour Change Communication (SBCC) materials, and proactive maintenance of national and provincial media relations, including print and online media.

Duties and responsibilities will include:

- Co-lead the planning and execution of national and local events, public campaigns, and international milestone days—including International Women's Day (IWD), IDAHOT, Pride Month, Girls Takeover, International Day of the Girl (IDG), and End Violence Against Women (EVAW)—across both online and on-site platforms to amplify the voices of girls and young women whilst raising the organisation's profile and reputation.

- Translate communication and advocacy materials accurately between English and Lao, ensuring that the contextual tone remains culturally appropriate, professional, and accessible to diverse target audiences.
- Support senior leadership in disseminating key organisational messages, global policies, and core values using creative internal platforms, including multimedia videos, town halls, and digital updates.
- Contribute actively to regional and global communication networks, representing the country office's communications function in relevant technical working groups, global task forces, and community of practice spaces.
- Provide day-to-day management of Plan International Laos social media channels and digital platforms, creating data-driven, localised content calendars (including high-quality video content) to boost public engagement and brand loyalty.
- Monitor digital engagement metrics across all local platforms, producing comprehensive monthly analytical reports and feedback loops for the cross-country Communications Manager to optimize future digital strategies.
- Maintain a robust, up-to-date professional network of local and national Lao journalists, broadcasters, editors, and media outlets to secure consistent and positive press coverage.
- Ensure all project visibility items—including banners, publications, signage, donor plaques, and promotional materials—comply fully with global Plan International branding guidelines, donor visibility requirements, and local government regulations.
- Assist the cross-country Communications Manager by rapidly gathering real-time data, urgent human-interest updates, and high-impact visual content from affected areas to satisfy critical donor visibility requirements, media alerts, and public fundraising appeals.
- Provide targeted, basic coaching and practical guidance to field staff, local implementing partners, and youth groups on safe photography, baseline storytelling techniques, and ethical community representation.
- Report directly to the cross-country Communications Manager regarding any emerging reputational threats, operational bottlenecks, or critical media developments within Lao PDR to ensure coordinated risk management.
- Perform other duties and ad hoc tasks as reasonably requested by the direct supervisor, the cross-country Communications Manager, or Plan International Laos leadership to support broader country office and global objectives.

Qualifications, Experiences:

- A university degree or advanced diploma in Communications, Journalism, Public Relations, English Language, International Development, or a closely related discipline.
- A minimum of 3–5 years of progressive professional experience in storytelling, multimedia content production, event and campaign coordination, public relations, or digital media management—ideally within an International Non-Governmental Organisation (INGO), Civil Society Organisation (CSO), or the wider development sector in Lao PDR.
- Full professional proficiency in both spoken and written Lao and English, backed by strong, proven translation and contextualisation skills between both languages.

Technical and Soft Skills:

- Excellent narrative writing skills with a proven track record of producing engaging human-interest case studies, press releases, and compelling social media copy tailored to diverse audiences.
- Practical competency in photography and basic video production and editing, including hands-on experience with tools such as Adobe Creative Cloud (Premiere, Photoshop), Canva, or mobile-based content creation applications.

- Strong interpersonal and communication skills, demonstrating a respectful, empathetic, and culturally sensitive approach to working alongside youth, children, and vulnerable communities in rural and remote settings.
- Proven ability to design and deliver practical, user-friendly training sessions for staff, local implementing partners, and youth participants on ethical photography, digital storytelling, and safe content-collection techniques.
- Proficiency in standard digital workplace and office applications (MS Word, Excel, PowerPoint, and Microsoft Teams) for efficient workflow and project tracking.
- A clear, deep understanding of ethical communication standards, child safeguarding protocols, and gender-transformative, inclusive messaging.

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 Communications Officer VTE Jul'2026](#)

CLOSING DATE FOR APPLICATIONS: by midnight on Tuesday, 28th of July, 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.