



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](http://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 Manager, 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 leadership and management of the CCA Phase II project team, building on the successful achievements of the CCA Phase I project. Targeted communities in Bokeo province will be provided opportunities to understand and implement climate change adaptations, livelihood innovations and knowledge about child safeguarding and gender equality. Improving household economies benefits children and young people – supporting them to

have access to public health & nutrition, education and development opportunities, contributing to the overall economic growth of Lao PDR.

**Duties and responsibilities will include:**

- Manage the overall day-to-day project implementation activities, ensuring high quality inputs.
- Liaise with service contractors and partners, including the Provincial Agriculture and Environment Office (PAEO) and District Agriculture and Environment Offices (DAEO), Provincial and District Lao Women Unions (LWU), Provincial and District Youth Unions (LYU), Provincial Education and Sports Service (PESS), local Civil Society Organizations (CSOs).
- Coordinate and support local government partners' capacity building and mentoring process over the project period, including building their technical skills and climate change adaptation knowledge.
- Manage the project budget, ensuring Plan's global policies and compliance requirements are met.
- Prepare internal and donor reports for the review and approval of line management, prior to submitting to the relevant national office (unless otherwise agreed with the line manager).
- Manage all project staff, taking a mentoring and coaching approach to their capacity development.
- Maintain a functional relationship with programme, business development, consultants, monitoring, evaluation, research and learning (MERL), supply chain and finance personnel.
- Support and oversight MERL quarterly, bi-annual, annual and/or ad hoc reporting requests (e.g., country strategy indicators), and documentation in PII's online database systems, including lessons learned and contribution of project outcomes towards programme outcomes.
- Supervise the implementation of evaluations, including baseline, mid-term and end line, as well as regular monitoring activities, taking a continuous improvement approach to improve performance.
- Support the Head of Programmes, Influencing and Partnerships in positioning Plan Laos as a leader in the sector whilst advancing the country programme portfolio to achieve country strategy priorities.
- Support the Head of Programmes, Influencing and Partnerships with internal and external communications that includes development partners, the private sector, Government of Lao PDR, national office (NO) and aligned sector agencies.
- Model the highest standards to Plan's global values-based feminist leadership principles.
- Identify potential PSHEA and safeguarding related risks in project design, and support their mitigation during project implementation.
- Champion evidence-based, youth-centred and gender-transformative interventions and be a credible technical partner of government and private sector in SOYEE areas.
- Provide support in analyzing the national legal framework to incentivize Youth Employment and Entrepreneurship, especially for young women, and challenges and gaps that the system is facing. Ensuring the distribution of responsibilities amongst project team members are balanced, and provide regular feedback, coaching and mentoring to develop their professional capacities and performance.
- Provide objective and constructive feedback on individual project staff performance, including through regular meetings, interim and annual staff performance evaluations.

**Qualifications, Experiences:**

- Bachelor's degree in Agronomy, Economics, Development Studies or another relevant area.
- At least 5 years' experience in project management or implementation with an international NGO or other international entity.

- At least 3 years' experience working in agricultural development including climate change adaptation, employment development, income generation and/or livelihoods improvement.
- Strong staff and team leadership with a strong teamwork spirit.
- Solution focused.
- High level of analytical and conceptual skills.
- Successful, demonstrated experience in working with government and development partners.
- Good written and spoken English and Lao language skills.

**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.
- 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 Manager CCA Phase II July 2026](#)

**CLOSING DATE FOR APPLICATIONS: by midnight on Friday, 24<sup>th</sup> 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](mailto:PlanLaos.JobVacancies@plan-international.org)

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