



Job Description

Manager, Gender Equality Portfolio Laos, Vientiane Capital

Department: Program-Gender Equality Portfolio

Level: Manager

Report to: Senior Program Director

Application close: 10 Sept 2026

Organization Profile

Founded in 2000 on the belief that World Change Starts with Educated Children®, Room to Read envisions a world free from illiteracy and gender inequality, where all children have room to read, learn and grow – creating lasting change. Through our Literacy Portfolio, we train and coach teachers of the early grades in literacy instruction; create and publish quality books and curricular materials in local languages; and establish children's libraries filled with diverse children's books that can be enjoyed at school and home. Our Gender Equality Portfolio supports adolescents, particularly girls, in developing life skills that promote gender equality, helping them to pursue lifelong learning and make informed decisions.

We support young people of all genders to overcome gender biases and build the knowledge and skills to create a gender-equal world. Room to Read collaborates with local communities, partner organizations, publishers, and governments to test and implement innovative models that can be integrated into the education system to deliver positive outcomes for children at scale. To date, Room to Read has benefited more than 50 million children in 28 countries.

Learn more at www.roomtoread.org

Position Overview:

The Gender Equality Portfolio (GEP) Manager leads the strategic direction and ensures the technical quality of Room to Read's Gender Equality Portfolio in Laos. As the country-level technical expert, the GEP Manager works closely with the Global Office to adapt program content and professional learning materials for the local context. This role provides leadership, builds team capacity, and offers ongoing technical support to ensure high-quality program implementation. The GEP Manager oversees the Lao GEP team, ensuring they are well-equipped to deliver impactful programming. This position reports to the Senior Program Director.

Responsibilities

Overall

- Lead the quality, impact, and scale-up of the Gender Equality Portfolio (GEP) in partnership with implementing partners (i.e. Ministry of Education and Sports (MOEs) and other stakeholders)
- Ensure GEP guidelines are effectively contextualized and implemented in alignment with the country strategy.

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Room to Read in Lao PDR

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- Contribute to strategic planning, workplans, and cross-functional collaboration to achieve GEP objectives.
- Leverage research, monitoring, and evaluation data to continuously strengthen program design and outcomes.

Management and Coordination

- Build and strengthen GEP team capacity to deliver high-quality programs, in collaboration with People Operations (recruitment, performance management, coaching and staff development).
- Partner with the Program Operations Director to ensure effective program design, planning, and execution.
- Foster strong coordination across Gender Equality Portfolio (GEP), Program Design and Technical Assistance (PDTA), Research, Monitoring and Evaluation (RM&E), and operations teams to ensure integrated and efficient program delivery.

Program Design, Implementation, Training, and Monitoring

- Adapt global GEP models and approaches to the local context including contextualization review in collaboration with technical teams (i.e. PDTA).
- Lead the development and continuous improvement of program content and professional learning materials, incorporating field insights and global guidance.
- Ensure high-quality delivery of training and capacity building for implementing partners, with a focus on sustainability and system integration.
- Provide technical input into RM&E systems and tools to strengthen data-driven decision-making.
- Conduct regular field visits to assess program effectiveness and inform continuous improvement of design and implementation.
- Ensure timely, cost-effective production and distribution of program materials in coordination with operations and administration teams.

Planning, Reporting and Documentation

- Lead GEP planning, budgeting, and forecasting in collaboration with Program Operations Director and Sr Accounting and Finance Manager.
- Monitor budget utilization and approve/verify expenditures to ensure alignment with strategy, policies, and cost-efficiency.
- Track program progress (e.g., Monthly Implementation Update (MIU), Implementation Calendar (IC)) to ensure timely achievement of targets.
- Lead program reporting, using data and insights to improve efficiency and effectiveness.
- Ensure compliance with organizational policies and maintain strong stakeholder communication.
- Engage regularly with government counterparts to align plans, review progress, and strengthen joint accountability.

Networking and Thought Leadership

- Represent Room to Read in external engagements, advocating for gender equality and life skills



education.

- Provide technical input to partnerships, agreements, and donor engagement.
- Collaborate with government to institutionalize and scale GEP approaches within the national education system.
- Identify opportunities to integrate and strengthen gender equality and life skills within government curricula and systems.

Qualifications

Required:

- Master's degree in a related field of study, e.g., education, social work, or related development sector
- A minimum of 7 years of relevant professional experience
- Experience working in the field of gender equality, education, life skills education, community- and youth-development, and in networking and policy advocacy.
- Proven track record in developing and implementing program improvements that achieve results
- Knowledge, understanding, and experience in conducting training for adults and adolescents
- Experience in developing and adapting training materials and programs to fit different contexts
- Good understanding of Lao PDR's education system and the needs of and challenges in education for adolescents in the country.
- Excellent verbal and written communication skills in English
- Strong computer skills and proficiency with Microsoft Office programs
- Strong planning, supervising, and program development skills
- Prior success working and building relationships with diverse groups of people
- Understanding monitoring, evaluation, and process documentation
- Ability and desire to travel frequently to Room to Read program sites

Compensation

Room to Read Laos values the commitment of our staff, and offers a professional & respected working environment, competitive monthly salary and other benefits such as annual salary review, a Wellbeing allowance, 13th month salary bonus, gratuity bonus, performance bonus, Staff Medical Insurance, Social Security Organization (SSO), annual medical check-up, phone allowance and other leave benefits based on Lao Labour Law.

Room to Read is an equal opportunity employer committed to identifying and developing the skills and leadership of people from diverse backgrounds.

Room to Read is a child-safe organization; all personnel must adhere to Room to Read's Child Protection Policy, Child Protection Code of Conduct and Prevention of Sexual Exploitation and Abuse (PSEA) Policy.

Application: click on: https://osv-rtr.wd5.myworkdayjobs.com/RoomToRead/job/Laos---Main---Vientiane/Manager--Gender-Equality-Portfolio_R-03396



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