



JOB DESCRIPTION

Job title	Program Officer	Office	Vientiane Capital
Type of employment	One Year contract (possibly renewable)	Department	Program
Base Salary	Negotiated	Reports to	LIFELONG LEARNING PROJECT MANAGER (PM)

Background: For more than 40 years, Action Education (AE) has worked for access to quality education in Africa, Latin America-Caribbean, South Asia, Southeast Asia and Europe. We run 91 projects in 20 countries, including France, for over 1.5 million people. AE Laos, which started its program in 2006, has been implementing several education projects.

Our Vision: Education is a fundamental right. Action Education defends the right to quality education for all and works to ensure that this right is respected in all the countries where it operates. Free, inclusive and quality education is a fundamental, compulsory and non-negotiable right for all children and adults worldwide.

Position Overview:

The AE Program Officer is responsible for the planning, development, and execution of specific projects of Lifelong Learning Project Portfolio within the organization. To ensure that programs are effectively implemented, monitored, and evaluated to meet the organization's objectives. The role involves collaborating with various stakeholders, including internal teams, partners, and beneficiaries, to ensure the successful delivery of all projects' goal.

Key Responsibilities:

1. Program Planning, Coordination, and Implementation

- Lead in the planning, coordination, and implementation of vocational and entrepreneurship education (Lifelong Learning) programs with a strong gender equality focus.
- Organize and schedule program activities, workshops, and events, ensuring seamless logistical arrangements.
- Ensure efficient resource management, including materials, equipment, and budgets to support program activities.
- Maintain optimal utilization of AE resources, ensuring availability when needed.
- Ensure that all AE resources are used efficiently and are available when needed for program activities.



2. Training & Capacity Building

- Support training sessions for staff, partners, and stakeholders on gender-sensitive approaches in vocational education.
- Support the development of educational content integrates gender equality principles.

3. Stakeholders Coordination & Collaboration

- Engage partners, trainers, and stakeholders to ensure smooth program execution.
- Work closely with government partners to ensure participatory, transparent, and high-quality project planning, implementation, and monitoring in line with AE, government, and donor standards.
- Develop and maintain strong relationships with local authorities and communities, fostering collaboration.

4. Reporting & Visibility

- Prepare reports for government counterparts and required
- Facilitate field visits for AE delegations and external stakeholders to enhance engagement.
- Participate activity in smoothly staff and counterpart meetings, contributing to discussions and decision-making processes.

Qualifications and Experience:

- Bachelor degree in a relevant field such as statistics, social sciences, international development, or a related discipline.
- Entrepreneurial Foundations, Mastery of the Business Model Canvas, and Practical Experience in Business Incubation.
- Minimum of 3-5 years of progressive experience in monitoring, evaluation, and capitalization, preferably in the development sector.
- Excellent communication and interpersonal skills to build and maintain relationships with various stakeholders.
- Ability to work collaboratively with government officials, community leaders, and other partners.
- Strong organizational and problem-solving abilities.
- Proficiency in preparing detailed and accurate reports (both narrative and finance).
- Fluency in English and Lao languages, both written and spoken. Any ethnic language communication will be an asset.



Female candidates are strongly encouraged to apply, in line with our commitment to advancing gender equity and empowering women.

Application Process:

Interested candidates should submit a cover letter and updated CV highlighting relevant experience and qualifications to Chindavanh.vongvilay@action-education.org. Please indicate "Program Officer " in the subject line. Only shortlisted candidates will be contacted for interviews.

Deadline for Application: 15 Aug 2026

Action Education is an equal opportunity employer committed to diversity and inclusion. We do not discriminate on the basis of race, religion, color, national origin, gender, sexual orientation, age, marital status, veteran status, or disability status. Please note that only shortlisted candidates will be contacted for further consideration.

Acknowledged by: _____; Date: 31 Jul 2026_