



Population Services International (PSI) Laos
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Job Opening

TITLE: Public Health Emergency Management Consultant

DEPARTMENT: Programs and Communications

LOCATION: Vientiane Capital

COMMITMENT: Consultant (September to December 2026)

DEADLINE OF APPLICATION: 23 August 2026

PSI is a nonprofit organization based in Washington, D.C. that harnesses the vitality of the private sector to address the health problems of low-income and vulnerable populations in more than 60 developing countries. With programs in malaria, reproductive health, child survival, HIV, and sanitation, PSI promotes products, services and healthy behavior that enable low-income and vulnerable people to lead healthier lives.

Job Summary:

PSI Laos is seeking a qualified, honest, and self-motivated Lao national to join the PSI team as a **Public Health Emergency Management**, reporting to the Program Director.

The consultant will support DCDC and partners in strengthening PHEOC training capacity by reviewing and adapting existing training materials for the Training of Trainers (ToT) programme, developing a facilitator guide and participant handbook to support cascade training, and collaborating with DCDC and the PSI team to develop and adapt training assessment and evaluation tools. The consultant will prepare the training implementation plan, facilitate ToT in Vientiane (VTE), Thalat and pilot training in Oudomxay, monitor participant learning outcomes, compile and analyze evaluation results, and produce workshop reports, a final training report, and a revised training package incorporating lessons learned and stakeholder feedback.

The position is based in Vientiane Capital and requires close coordination with the DCDC and Partners in strengthening PHEOC training capacity.

Key Duties and Responsibilities

1. Review and update existing PHEM, PHEOC, EOP training materials, SOPs, job aid, and related resources.
2. Develop the PHEOC handbook/guidelines, facilitator guide, participant manual, and standardized training package.
3. Work with DCDC and the PSI team to contribute on developing and adapt training assessment and evaluation tools, including pre/post-tests, observation checklists, and evaluation forms.
4. Prepare the training implementation plan, including agenda, participant list, logistics, and training schedule.
5. Facilitate two central-level Training of Trainers in Vientiane and Thalat workshops.
6. Facilitate pilot training in Oudomxay.
7. Monitor participant performance, analyze assessment results, and compile monitoring and evaluation data.
8. Prepare workshop reports and a final training and Learning reports with recommendations.
9. Revise the PHEOC monitoring and evaluation checklist to align with national early warning standards at the subnational level and pilot and validate the revised checklist.
10. Revise and finalize the training package and handbook based on pilot findings and stakeholder feedback.

Timeline

Sep 2026
Sep 2026
Sep 2026
Sep 2026
Sep-Oct 2026
Oct 2026
Oct–Nov 2026
Oct–Nov 2026
Nov -Dec 2026
Dec 2026

*Interested applicants should submit a letter of interest and curriculum vitae to the PSI/Laos Human Resource Coordinator, email (hr@psilaos.org) or deliver a hard copy to PSI/Laos (Donkoi Village, Unit 16, Sisattanak District, Vientiane Capital) by deadline on **23 August 2026** For more information, please contact the telephone number +85621-330429. Only shortlisted candidates will be notified for interview.*

(Please include your expected salary in your application letter)