



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 50 countries.

Currently we work in Vientiane Capital, Bokeo, Oudomxay, Luang Prabang, Saravan, Champasak and Vientiane Provinces, in basic education, early childhood development, health and nutrition, water, sanitation and hygiene, adolescence development and participant, and skills and opportunities for youth employment and entrepreneurship. Plan International has no religious or political aims or affiliations. 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:

District Education Officer

based in Xay District, Oudomxay Province.

The purpose of the position is to effectively coordinate the implementation of Improving Learning Environments for Girls and Boys in Oudomxay Province Project, jointly supported by Plan International Japan and Plan International Switzerland:

- Work with Senior Education Project Coordinator to implement the primary classroom construction that meet MOES primary classroom standards and associated supply of equipment and learning materials.
- In collaboration with GIES coordinator conduct training on gender equality and inclusion for teachers, school management committees, girls and boys in the target schools.
- Coordination with GIES coordinator in developing the IEC materials such as picture books that integrate messages on gender equality and inclusion for target schools.
- Support the coordination with District Education and Sport Bureau (DESB) for project activity planning and implementation.

Duties and responsibilities will include:

- Work with Senior Education Project Coordinator to organize monthly, quarterly and annual meeting with DESB and other related government partners.
- Developing strong professional relationships with District government staff, including joint quarterly and annual meetings with other program teams.
- Facilitate the coordination for construction of primary classrooms in target schools.
- Facilitate in training to village community construction and maintenance.

- Work with DESB to provide training on gender equality and inclusion for teachers, school management committees, girls and boys in the target schools.
- Conduct facility operation and maintenance training (O&M).
- Work with DESB to organize awareness raising events on gender equality and inclusion at target schools.
- Support District level, integrated monitoring for schools and villages using available frameworks such as primary classroom construction monitoring ensure feedback and follow up after monitoring is timely and effective.
- Provide monthly reports on activities and expenditures in District to Senior Education Project Coordinator for the Improving Learning Environments for Girls and Boys in Oudomxay Province.
- Support DESBs in preparing monthly/quarterly reports to government partners in district level.
- Handle required cash advances according to Plan Finance policies as well as expenditure reports to clear these advances with transparency.
- Maintain files of key documents for each school and village where Program has activities.
- Facilitate field visits for donors and other Plan staff as may be required.
- Provide support to the Senior Education Project Coordinator when required.

Qualifications, Experiences:

- Graduate degree in education or similar field.
- Basic knowledge of the Basic Education system in Lao PDR.
- Experience working in community development (2-3 years minimum).
- Experience working with government partners.
- Good written and spoken Lao, proficiency in an ethnic group language is an asset.
- Good written and spoken English preferred.

Desirable and Behaviors:

- Skills engaging directly with women and children in remote, ethnic group villages.
- Good facilitation and training skills.
- Good computer skills in Office applications.
- Willing to work as a team and be based in remote district with frequent travel to remote and isolated districts and villages.
- Respect for gender equity and adherence to child rights.

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 District Education Officer ODX - Oct'2026.pdf](#)

CLOSING DATE FOR APPLICATIONS: by midnight on Tuesday, 27th October 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.