



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:

Programmes Coordinator

Based in Country Office, Vientiane Capital

Type of Contract: Service Contract.

Contract Length: 12 Months.

The purpose of this role is to provide technical support and coordination to senior leadership and Programmes, Influencing and Partnerships unit. The role will support the Head of Programmes, Influencing and Partnerships (HIPI) in facilitating the approval of project Memorandum of Understanding (MOU) with government authorities; serve as the Systems, Applications, and Products (SAP) Programme Module focal point to support programme and project teams; and coordinate programme and project reporting against the Country Programme Strategy. Additionally, the role will oversee and strengthen monitoring, evaluation, research and learning (MERL) processes across programmes and projects, ensuring the effective use of relevant online and offline platforms, including the Programme/project Monitoring, Evaluation, Reporting, and Learning system (PMERL), etc. Through these responsibilities, the role will contribute to strengthening Plan International's impact for children and young people, particularly girls.

Duties and responsibilities will include:

- Support the HIPI and programme and project teams to ensure quality implementation and alignment with Plan International's policies and Country Programme Strategy.
- Support the preparation, submission, and follow-up of programme and project MOU approval processes and amendments with relevant government authorities.

- Serve as the SAP Programme Module focal point, supporting programme and project teams in system use.
- Coordinate and strengthen monitoring, evaluation, research and learning (MERL) processes across programmes and projects, including the use of PMERL and other relevant Monitoring and Evaluation (M&E) online and offline platforms.
- Coordinate programme and project reporting against approved results frameworks, donor commitments, and Country Programme Strategy indicators.
- Maintain effective collaboration with programme teams and relevant functions, including MERL, Finance, Supply Chain, Business Development, Partnerships, and Communications.
- Support and strengthen coordination of quality partnerships with non-profit associations (NPAs/CSOs), government authorities, development partners, and national offices (NOs).
- Support the HPIP in strengthening government engagement, strategic NPAs/CPOs partnerships, influencing, advocacy, and resource mobilisation. Provide technical support, coaching, and capacity development to programme and project teams to improve programme quality, compliance, and organisational learning.
- Support evidence-based programming and identify opportunities to strengthen Plan International Laos' impact.
- Serve as the SAP Programme Module focal point, providing technical guidance and support to programme and project teams.
- Establish and maintain Project Outlines (POs) in SAP for designated project locations including creating activity numbers and Work Breakdown Structure (WBS) lines based on approved master budgets.
- Create, monitor the accuracy, completeness, and timely updating of programme and project cost plans in SAP, ensuring cost plans are up to date.

Qualifications, Experiences:

- Bachelor's degree in Economics, Development Studies, Computer Sciences 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 with development organisations such as Non-Profit Associations, Non-Governmental Organizations, Bilateral or Multilateral agencies, project cycle management and programmes.
- 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 and Behaviors:

- Demonstrated staff and team leadership.
- Capacity to work with a strong teamwork spirit.
- Solutions-focused.
- Good interpersonal and communication skills essential.
- Ability to work effectively with different team.
- Ability to lead junior staff.
- Ability to liaise and negotiate effectively with a wide range of agencies including government, mass organizations and other international and national organizations essential.

- Ability to manage own time and to set and meet priorities and deadlines without close supervision essential.
- Commitment to gender equity and to the rights of the child.

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 Programmes Coordinator Oct 2026 - Final.pdf](#)

CLOSING DATE FOR APPLICATIONS: by midnight on Tuesday, 3th November 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.