



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 80 countries.

Plan International has been working in Laos since 2007 and is delivering integrated programmes in Bokeo, Champasak, Luang Nampha, Luang Prabang, Oudomxay, Saravane, Vientiane Provinces, and Vientiane Capital. Plan Laos' 2021-2027 Country Strategy takes a life cycle approach and focuses on supporting children, especially girls to access their rights to **public health & nutrition, education & skills, adolescent development and participation, and skills & opportunities for youth employment and entrepreneurship (SOYEE)**. We are globally mandated to provide humanitarian assistance in the event of an emergency taking place in Lao PDR. 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:

Project Manager Based in Vientiane Capital

Contract Type: Consultancy Service Contract.

Duration: Daily input for a total of 24 days within the period of three months, from October to December 2026.

Reports to: Head of Programmes, Influencing, and Partnerships.

The Preparing Young People for the Digital Economy through AI Education project aims to equip adolescents and young people in Lao PDR with the knowledge, skills, confidence, and opportunities they need to participate safely, responsibly, and meaningfully in an increasingly digital economy. The project focuses on AI literacy, digital skills, career readiness, inclusive learning pathways, and partnerships across education, government, youth, and private sector actors. It will support young people—especially girls, young women, and those who face barriers to quality learning and employment opportunities—to build practical digital competencies and understand the responsible, ethical, and safe use of artificial intelligence technologies.

The three year project is funded by the Dariu Foundation and Plan International Switzerland. It will be delivered by Plan International Laos in collaboration with relevant

government ministries, education institutions, youth networks, technical service providers and private sector actors. Project activities will include supplementary curriculum and learning content development, capacity strengthening for educators and facilitators, digital and AI skills training, support for 34 school based Tech Clubs, safeguarding and online safety measures, learning events, and evidence generation to inform future programming and policy dialogue.

The Project Manager is responsible for the overall management and implementation of the AI Education project, including planning, budgeting, scheduling, procurement oversight, partner coordination, reporting, representation with government and stakeholders, and compliance with donor and organisational standards. The role is based in Vientiane Capital and will require regular travel to target provinces as well as coordination with national authorities, schools, youth groups and other development partners.

Duties and responsibilities will include:

- Coordinate AI Education project activities in target locations and ensure coherent implementation across project sites and national-level processes.
- Ensure that the full project cycle, including project planning, budgeting, procurement, implementation, monitoring, and reporting, complies with Plan International global standards and donor requirements.
- Ensure compliance with Plan International policies and standards on gender equality, inclusion, safeguarding, online safety, partnerships, and data protection.
- Coordinate and manage the involvement of relevant government authorities, education institutions, Ministry of Education and Sports (MoES), Provincial Education and Sports Service (PESS), youth networks, technical service providers, private sector actors, and other stakeholders to facilitate successful project implementation.
- Ensure the project Memorandum of Understanding (MOU) approval process is completed within the agreed timeline, in coordination with the relevant government authorities, particularly PESS, MoES, and the Ministry of Foreign Affairs (MOFA).
- Coordinate the inputs of technical specialists, consultants, digital learning providers, AI education experts, and other members of the project support team.
- Work closely with government counterparts, education partners, youth groups, technical providers, and Plan teams to coordinate and implement project activities on time and to a high-quality standard.
- As the project budget holder, be responsible for budget expenditure, procurement, partner oversight, and financial compliance in line with grant management guidelines.
- Draft and coordinate high-quality periodic narrative and financial reports, including partner inputs, for reporting to government partner line ministries, the Dariu Foundation, Plan International Switzerland, and other relevant stakeholders.
- Ensure implementation of the project M&E Framework and results framework targets are met and targets reported upon.
- Represent the project and Plan Laos at national, provincial, and district levels through meetings, workshops, technical forums, learning events, and coordination events as required.

Qualifications, Experiences:

- Tertiary education qualifications in education, development studies, digital learning, ICT, social sciences, project management, or another relevant field.

- At least 5 years experience in project management with a development or humanitarian organisation in Lao PDR
- Demonstrated skills in project cycle management, including reporting, budgeting and expenditure tracking
- Demonstrated skills in team management, with proven experience in supporting and coaching teams
- High capacity in partnership support, management, and stakeholder coordination
- Excellent interpersonal, communication and facilitation skills suitable for school level educators, young people and government audiences.
- Experience in compliance for donor funded projects
- Have an advanced understanding of gender transformative programming, inclusion, maintaining safeguarding and PSEA standards
- Ability to speak, read and write English to a high standard
- Good ICT skills, including Word, Excel, Outlook, Teams, PowerPoint, and confidence engaging with digital learning platforms or AI-enabled tools.

Desirable:

- Experience in education, digital skills, AI literacy, youth employment, or future-of-work programming is an advantage.
- High level ICT skills and experience training others to learn and apply ICT tools
- Experience developing learning materials and delivering training programmes for teachers, facilitators, youth leaders, community mobilisers, or government counterparts.
- Commitment to taking a feminist leadership approach to management and leadership.

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 Convention on 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.

CLOSING DATE FOR APPLICATIONS: [by Midnight on Thursday, 14 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, Plan International Facebook Page, or friends.