

Job Announcement (Lao Nation)

Good Neighbors is an international humanitarian and development NGO founded in Korea in 1991. It was generated General Consultative Status from the United Nations Economic and Social Council (UN-ECOSOC). GNI has made great strides in its mission by providing people around the world with a better quality of life.

To make the world a place without hunger, where people live together in harmony, we work in 46 countries with our focus on community development to protect children's rights and encourage the self-reliance of communities. We not only provide humanitarian assistance to North Korea but conduct emergency relief activities throughout the globe in need of a helping hand.

Mission: Good Neighbors exists to make the world a place without hunger, where people live together in harmony.

Good Neighbors respects the human rights of our neighbors suffering from poverty, disasters, oppression, and helps them to achieve self-reliance and enable them to rebuild hope.

Position Title: Program Officer (Lao Nationality)

Specific Responsibilities

- Daily check and approve activity Concept Notes and reports from project members
- Tracking project and update budget execution monthly to report line-manager and country director
- Tracking beneficiaries of all project for annual report writing
- Coordinate with CDPs or project team to monitor the progress of project implementation and recording to tracking system
- Oversee and handle special projects based on assignment
- Coordinate with government partners and project members for related data collection to prepare the project
- Co-prepare Plan of Action (POA) with CDP and OD members annually
- Conduct CSR/ER projects and writing reports to superior level and donors
- Handling M&E tasks occasionally
- Writing activity report for manager and donor
- Translate project documents based on the assignment and interpret for expatriate occasionally
- Co-writing Concept Notes and prepare related documents for fundraising
- Prepare and arrange related meetings and events with team members
- Handle other jobs based on the assignments from line-manager

Qualifications and Experience

- 2-3 years experiences working with INGO is as asset
- Fluent in English both communication and writing
- Holding interpersonal mindset
- Willing to work for community people

Application Information

All interested candidates are required to submit their Cover Letter, Educational Certificates, CV, and three references through the [108 website](#) or by post/delivery to the Good Neighbor Office, located at Ban Sisangvone, Saysettha District, Vientiane, Lao PDR. For further information, please contact the office at Tel/Fax: 021 415 711. The salary for this position is LAK 10,000,000 per month. Only shortlisted candidates will be contacted for an interview. **The deadline for applications is 22nd October 2026.**

Organizations Name	Good Neighbors Laos
Type of Organization	INGO
Type of Position	Full-time
National/International Position	National only
Duration	Until Dec 31, 2026 (Extension can be considered after performance evaluation).
Deadline	<u>22nd October 2026.</u>
Province	Vientiane Capital
Contact Name	Ms. Chindavone Philakone
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Contact Email	info@gnlaos.org , CC: Chindavone@goodneighbors.org , laos@goodneighbors.org