



Until we are all equal

JOB DESCRIPTION PLAN LAOS

Title	Human Trafficking Specialist		
Unit	Programme		
Reports to	Project Manager		
Location	Vientiane Capital	Travel required	50%
Effective Date	28/09/2026	Grade	

About Plan International in Laos (Plan Laos)

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Plan International has been working in Laos since 2007, delivering integrated programs in Bokeo, Champasak, Luang Prabang, Oudomxay, Saravane, Vientiane Capital, and Vientiane provinces, while also working through partners in other provinces. Plan International Laos' 2020–2027 Country Strategy takes a life-cycle approach, focusing on supporting children—especially girls—in accessing their rights to **public health and nutrition, education and skills, adolescent development and participation, and opportunities for youth employment and entrepreneurship**. We are also globally mandated to provide humanitarian assistance in the event of an emergency in Lao PDR.

Plan International Laos is a leading INGO in Laos and participates in various civil society and government sectoral working groups, as well as regional and global networks. We work closely with the Ministry of Health, the Ministry of Education and Sports, the Ministry of Agriculture and Forestry, UN agencies, and civil society partners in line with the principles of aid effectiveness, promoting child rights—especially for girls. Our work includes community-based action, partner strengthening, and policy influencing and advocacy. Our values-based feminist leadership principles underpin our work, and we are committed to being locally led and globally connected. Globally, by 2027, Plan International aims to impact the lives of **200 million girls**.

ROLE PURPOSE

The EU funded FREE! project – Fighting for Rights, Empowerment and Escape from Human Trafficking and Other Forms of Exploitation in Lao PDR – seeks to improve prevention and protection mechanisms against human trafficking and related forms of exploitation in Lao PDR.

The project combines prevention, protection, economic empowerment, and systems strengthening, with a strong focus on children, adolescents and youth in all their diversity, especially girls and young women, trafficking survivors, families, communities, shelters, civil society organizations, and duty bearers. It aims to increase awareness of trafficking risks, strengthen

survivor-centred services, improve community-based and shelter-based protection mechanisms, and build the capacity of state and non-state actors to respond effectively.

The project will be implemented in high-risk locations in Bokeo, Luang Namtha, and Savanakhet provinces, with coordination and advocacy at national level in Vientiane. It will be delivered by Plan International Laos together with co-applicants the Gender Development Association (GDA) and the Community Association for Mobilizing Knowledge in Development (CAMKID) and other civil society partners, in close collaboration with relevant government agencies, shelters, and community structures. The project activities have a strong focus on youth- and community-led prevention, strengthened survivor support, enhanced economic opportunities, and improved coordination and capacity of state and non-state actors.

The Human Trafficking Specialist is responsible for providing technical support design, contextualization and implementation of the FREE! project, including supporting, scheduling, budget management, coordination with co-applicants and third parties, support reporting, representation to government and stakeholders, and ensuring compliance with donor and organisational standards. The role is based in Vientiane and requires regular travel to Bokeo, Luang Namtha, and Savanakhet, as well as coordination with national, provincial, district authorities, shelters, CSOs, and development partners.

DIMENSIONS OF THE ROLE

The role encompasses the following responsibilities:

- Collaborate with the project manager and the Head of Programmes, Influencing and Partnerships to establish and implement human trafficking technical standards.
- Deliver technical assistance on human trafficking, all forms of exploitation, and related cross-cutting issues to Plan International partners GDA, CAMKIT, and the seven Financial Support to Third Parties (FSTPs).
- Deliver technical assistance across project planning, activity execution, financial management, procurement, and reporting in full compliance with Plan International standards and donor mandates.
- Deliver technical support and foster mutual learning among Plan International partners regarding human trafficking and related TIP cross-cutting issues.
- Deliver technical expertise on human trafficking and associated cross-cutting areas to government entities, development partners, NGOs, CSOs.
- Deliver training sessions on human trafficking and related topics to government bodies, NGOs, CSOs, and Plan International partners across provincial and district levels.
- Collaborate closely with government partners to safeguard survivors, facilitate their safe reintegration, and support their empowerment.
- Main support to coordinate for all partners for MoU process and related meetings

ACCOUNTABILITIES AND RESPONSIBILITIES

The Human Trafficking Specialist will be accountable and responsible for the project.

1. Planning and coordination

- a. Foster collaboration and communication between the FREE! Project, CSOs, and government stakeholders by serving as the liaison for national authorities, including organizing project meetings with government counterparts.
- b. Support the MOU process for the FREE! Project in close coordination with government officials and partner personnel on all related agreements.
- c. Provide support to draft letters, documents when FREE! Project requires.

- d. Provide support with the production and dissemination of and follow-up on various publications, and participate in relevant advocacy and awareness raising activities related to Human Trafficking at national level to provide administrative and logistic support;
- e. Support to coordinate with all FREE! Project government official and partners in target provinces and all districts, provincial level to collect their inputs/information to MOU and agreement.
- f. In collaboration and support with communication units in preparing documentations for any IEC material develop under the FREE! Project and case stories for the project.
- g. Provide technical support on project planning and implementation of the FREE! Project, including support Plan Laos partners.

2. Support for Program and Management

- a. Support the project manager in respective to technical view to develop the quality annual, quarterly and monthly plans, budgets and in line with approved program proposal and in consultation with Head of Programmes, Influencing and Partnerships.
- b. Ensure the high technical quality delivery of the FREE! Project program activities in the provincial and districts levels are implemented in line with Plan's Child-Centered Community Development (CCCD) approach and Gender Equality Policy.
- c. Support development of strong partnerships with national, provincial and districts levels officials, CSOs, and other stakeholders, while embracing a participatory approach in implementing the program activities.
- d. Support access to safe shelter, reintegration pathways, and economic empowerment for survivors in coordination with government stakeholders and partners.

3. Training and Technical support

- a. In collaboration with TIP partners develop and refine/adapt training curriculums, manuals, tools and materials for different training courses in light of program goal and objectives and the Ministry of Labour and Social Welfare (MLSW), Lao Women's Union (LWU), Ministry of Public Security (MPS) strategy and guidelines.
- b. Design and develop awareness raising strategy and tools for local communities, schools' students, teachers, in multiple languages based on the target provinces and districts guided by Plan's CCCD approach and Gender Equality Policy, support implementation of the awareness raising campaign in target provinces, district, village schools and communities.
- c. Regularly visit and meet with Provincial and District partners and GDA, CAMKID for coaching and mentoring and supervision of follow up based on their implementation plan.
- d. Work with project manager and government partners to establish a training team for Plan Laos' partners GDA, CAMKID at the provincial and district levels.
- e. Provide technical training to government official at provincial and district levels, including Plan Laos' partners in target provinces.
- f. In collaboration with TIP partners provide TIP training for government and Plan Laos's partners.

4. Capacity Building

- a. Strengthen professional capacity of Plan Laos' partners, including government, teachers, school's student on TIP and related to TIP issues.
- b. Deliver training on trafficking in persons (TIP) to government officials and Plan Laos partners across target provinces and districts, in alignment with FREE! project activities.
- c. Ensure that FREE! Project training programs are implemented, including TOT for program and technical coordinators for partners organizations-government partners and CSOs are organized, coordinated, facilitated and conducted.
- d. Training courses for government and partners are monitored and supported to maintain the program standard and quality.

5. Monitoring, Evaluation and Learning

- a. Work closely with the project manager and M&E officer providing technical expertise on disseminate the designed monitoring and supervision mechanism developed with necessary guidelines and tools along with specific feedback mechanism that continuously improve the activities and interventions to achieve the FREE! Project objectives.
- b. Work closely with M&E ensure that the data of both direct and indirect beneficiaries are well defined and accurate.
- c. Work closely with M&E monitoring tools and guidelines especially of the TIP training for teachers, students and capacity building initiatives are developed/reviews.

6. Finance and Resources Management

- a. Assist the project manager to verify technical requirement so that she/he can prepare budget in consultation with partners and submit to Head Programmes, Influencing and Partnerships.
- b. Safe-keep and maintain materials and equipment allotted by Plan.
- c. Create WBS and support FREE! Project's manager to manage project expenses in SAP system. Regularly update SAP programme as project manager required.
- d. Create PR in SAP system for FREE! project team (and for PIL staffs as minimum required)
- e. Assist in the preparation of a wide variety of financial documents and reports (estimates, budgets, justifications, requisitions etc.) for the FREE! Project teams in close cooperation with the finance.
- f. Work closely with Project Manager on monthly cash forecasts prepared by FREE! Project staffs to project manager to review and send for approval by Head of Programmes, Influencing and Partnerships (HPIP) and Country Director (CD).
- g. Review cash advance and purchase request by checking WBS and budget available for programme team before submit to the SAP system
- h. Undertake other tasks as maybe required.

Dealing with Problems:

- Able to negotiate effectively with provincial and district government counterparts in favor of Plan principles and goals.
- Supports the Provincial and district Social Welfare and partners in providing technical solutions to program implementation issues.

Communications and Working Relationships:

Operational (Direct Line) Manager: The position's primary relationship is with the Project Manager who is responsible for the work planning and performance and day-to-day management and supervision of the incumbent.

KEY RELATIONSHIPS

Internal contacts

Position	Reasons for contact	Level (H/M/L)
Manager	• Line management	H
Head of Programs, Influencing and Partnerships	• Development and/or oversight of project implementation, budgets, risk management, and strategic programme alignment.	M

Grants Coordinator Grants Finance Manager & Accountant	Ensure grants compliance, financial management, reporting, and donor communication.	H
Monitoring, Evaluation, Research and Learning (MERL) Team	Monitoring and evaluation support to project	M
P&C Manager	Advice and support on staff management, consultant and service provider contracts, recruitment, and other HR issues.	M
Gender Equality, Inclusion and Safeguarding (GEIS) Team	Advice and support on gender and protection mainstreaming.	M

External contacts:

Position	Reasons for contact	Level (H/M/L)
Government authorities (national, provincial and district)	Project coordination, approvals, technical alignment, reporting, and representation with relevant ministries, committees, and sub-national authorities.	M
CSOs / NPAs / Co- applicants / Third parties	Coordinate implementation, monitor quality of deliverables, strengthen partnerships, and ensure compliance with agreements and project standards.	H
UN agencies, donors, and development partners	Networking, technical exchange, policy dialogue, learning, visibility, and coordination to avoid duplication and strengthen impact.	L
Shelters, service providers, and private sector stakeholders	Coordination of activities, referrals, service strengthening, outreach, and collaboration on anti-trafficking prevention and survivor support.	H

TECHNICAL EXPERTISE, SKILLS AND KNOWLEDGE

Essential

- Tertiary education qualifications in development studies, legal studies, social sciences or other relevant field
- At least 5 years' experience in project management with a development or humanitarian organisation in Lao PDR.
- At least 3 years experiences and good knowledge in counter trafficking in persons and related areas is preferable.
- Experience in schools and community training and/or providing pedagogical assistance.
- Good experiences in working with provincial, district, communities, schools' students and teachers.
- Good knowledge of data collection methods, analysis and interpretation.
- Good written and speak English.
- Good ICT skills including Word, Excel, Outlook, Teams, and PowerPoint

Desirable

- Experience in anti-trafficking, survivor-centred programming, or child protection is an advantage
- Experience in developing training materials and delivering training programs for community mobilisers and sub-regional officials
- Commitment to taking a feminist leadership approach to management and leadership.

PLAN INTERNATIONAL'S VALUES IN PRACTICE

We are open and accountable

- Promotes a culture of openness and transparency, including with sponsors and donors.
- Holds self and others accountable to achieve the highest standards of integrity.
- Consistent and fair in the treatment of people.
- Open about mistakes and keen to learn from them.
- Accountable for ensuring we are a safe organisation for all children, girls & young people

We strive for lasting impact

- Articulates a clear purpose for staff and sets high expectations.
- Creates a climate of continuous improvement, open to challenge and new ideas.
- Focuses resources to drive change and maximise long-term impact, responsive to changed priorities or crises.
- Evidence-based and evaluates effectiveness.

We work well together

- Seeks constructive outcomes, listens to others, willing to compromise when appropriate.
- Builds constructive relationships across Plan International to support our shared goals.
- Develops trusting and 'win-win' relationships with funders, partners and communities.
- Engages and works well with others outside the organization to build a better world for girls and all children.

We are inclusive and empowering

- We empower our staff to give their best and develop their potential
- We respect all people, appreciate differences and challenge equality in our programs and our workplace
- We support children, girls and young people to increase their confidence and to change their own lives.

PHYSICAL ENVIRONMENT

Based in Vientiane Country Office. Regular travel to Bokeo, Luang Namtha, Savanakheth, and other locations as necessary, including work in remote communities and coordination with provincial and district stakeholders.

LEVEL OF CONTACT WITH CHILDREN

Mid contact: Occasional interaction with children, adolescents, youth, and survivors through project activities, field visits, consultations, and monitoring.