



SWISS
FOUNDATION
FOR TECHNICAL
COOPERATION

We are a leading organization for the implementation of international development projects. We promote inclusive economic, social, and ecological development to make an effective contribution towards sustainable and widespread prosperity in developing and emerging economies.

Swisscontact is an independent, non-profit foundation established in 1959 by exponents of the Swiss private sector. Our development work focuses on private sector-led, sustainable economic development with improved quality of life for all in developing and emerging countries. We are represented in more than 40 countries with around 1400 employees.

Swisscontact has been active in the Lao PDR since 2013 with projects in vocational education and training to improve people's skills and provide them opportunities for a secure income and active participation in the labour market, as well as in the areas of sustainable tourism, waste management, and promoting sustainable consumption and production to create economic opportunities that address climate change and are environmentally sustainable. Our projects are implemented by a qualified team based in Vientiane Capital and 6 provincial offices. The organization is looking for **Senior Administrator Officer (100%)** to be based in **Vientiane capital**.

Senior Administrator Officer (100%)

Start of Employment : ASAP

Contract Duration : 1 year (renewable)

Place of work : Vientiane Capital

Purpose of the position:

The **Senior Administration Officer** supports the finance and administration team to complete all tasks to ensure the smooth operation of Swisscontact's country operation in Lao PDR. This includes administrative tasks such as procurement, HR, travel bookings, managing suppliers and vendors, liaising with representatives of government agencies and general office support. This directly supports the programme team to deliver on the mandate of Swisscontact's project portfolio. The position reports to the Business Administration Manager.

Tasks and Responsibilities:

- Support procurement of goods and services following Swisscontact and other relevant guidelines;
- Ensure proper inventory management and record keeping of all fixed assets;
- Ensure all payment vouchers/payment receipts are adequate as supporting document and follow Country Manual such as for travel policy, cash management, and procurement standard;
- Prepare payment vouchers in Human Resources Information System (HRIS) – training will be provided - continuously in line with project and office requirements;
- Ensure that vehicle of Swisscontact are up to date;
- Liaise with Government Agencies regarding project-related issues as well as security clearance and visa matters of expatriate staff;
- Handle phone calls, messages and mail;
- Support filing of documents related to admin, finance, communication and project work;
- Control and review car/motorbikes logbooks submitted by driver and issue the monthly overview;
- Overall responsibility for procurement of goods and services.
- Coordinate process for developing preferred supplier lists in key areas/ locations (car hire, printing, accommodation);
- Manage reservations for cars and meeting rooms
- Make flight and hotel bookings, travel arrangement for staff.
- Participate in team meetings and seminars/conferences.
- Provide logistic support for meetings /seminars /workshops;
- Perform other reasonable administrative tasks as required by the Business Administration Manager.

Requirements for the Position:

Core

- Must be a Lao citizen or have full rights to work in Lao PDR;
- Self-reliant, accurate in work, inquisitive mindset and willingness to learn;
- Organised and able to cope with multiple deadlines;
- Strong sense of responsibility and control;
- Proficient in written and oral communication both in Lao and English;
- Good interpersonal and communication skills;
- Demonstrates awareness and sensitivity to gender, diversity and inclusion.

Technical

- Bachelor's degree in business administration (BBA), Technical College or similar field would be an advantage.
- At least 3 years of work experience in the administration field. Preferably in the development cooperation field with donor agencies and INGOs. Experience with SDC projects is an added value;
- Experience in the management of material resources (purchase orders, accounting etc);
- Ability to interpret financial procedures and standards and their application;
- Capacity to work in an international environment;
- Computer literacy especially in Microsoft Word, Power Point and Excel.

How to apply

- Step1: Download the application form. ["Clicking here "](#) to download the application form.
- Step2: Fill the application form offline
- Step3: Send the application form together with your CV to recruitment.laos@swisscontact.org.
- Please write this subject in your e-mail application: **Job applicant: Senior Administrator Officer (100%)**
- Only applications through the 'Job Application Form' will be regarded. Will not be considered otherwise.
- Only shortlisted will be contacted.

We offer a challenging position with personal responsibility. Are you interested in a fascinating job in an international context and are committed to contributing to excellence and making a difference?

The deadline for applications is 27 January 2025.

We particularly welcome female applicants