



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. Swisscontact is looking for a reliable and well-experienced Driver for the Sustainable Consumption and Production in the Lao PDR (SCP Lao) project's EV car. The SCP Lao project is co-funded by the European Union and the Swiss Agency for Development and Cooperation. It is implemented by Swisscontact and the Ministry of Natural Resources and Environment.

Driver for Sustainable Consumption and Production in Lao PDR (SCP Lao) Project

Start of Employment: December 2024.

Contract Duration: 1 year with possibility of extension.

Place of work: Vientiane Capital.

Overall Tasks

Reporting to the Senior Administration Officer, the Driver will be responsible for safe transportation services of Swisscontact staff and other persons related to the SCP Lao project and for ensuring the maintenance and effective running of the project's EV car.

Technical Task and Responsibilities

- Be responsible for the safety of passengers and proper use of the vehicle as per Swisscontact country manual and local security plan.
- Maintain driver's license and be in possession of driver's license at all times
- Coordinate the schedule for major or periodic vehicle maintenance with management to minimize service interruptions

- To immediately report any technical failure or damage and need for maintenance to the manager, and to note details in the vehicle log-book
- Secure vehicle equipment and ensures that the vehicle is kept in a secure location with locking devices at all times
- Ensure the First Aid kit and fire extinguishers in the vehicle and all necessary tools and spare parts
- Ensure vehicle is fueled appropriately and submit receipts
- Ensure that the vehicle is clean and tidy at all times
- Assist in movement and storage of materials transported by vehicle
- Ensure that vehicle is not used for personal business of staff or any other person, except authorized use in compliance with Swisscontact policy
- Maintain accurate, up-to-date records of trip sheets, vehicle condition reports, vehicle maintenance, and other records as required by Swisscontact
- Present safety briefing to passengers prior to each trip departure and ensure that everyone sitting in car is wearing seat belts in the front and back seats
- Support administrative and logistics tasks and program work including in the field, and in some cases internationally (eg., Thailand)
- Perform other reasonable duties as required by Swisscontact

Requirements for the position

Core

- Must be a Lao citizen or have full rights to work in Lao PDR.
- Self-reliant, responsible, accurate in work, inquisitive mindset, and willingness to learn.
- Able to work independently as well as in a team.
- Ability to speak English would be a definite asset.
- Good interpersonal and communication skills.
- Demonstrates awareness and sensitivity to gender, diversity, and inclusion.

Technical

- A vocational school diploma or equivalent combination of education, training, and experience is required;
- A valid driving license with basic knowledge of light vehicle maintenance
- Knowledge of traffic rules with a good record of driving
- Good driving skills with the ability to drive to other provinces
- Willingness to travel extensively including weekends
- Ability to maintain an accurate logbook
- Previous experience in driving EV cars is an asset.
- Preferably in the development cooperation field with donor agencies and INGOs.
- **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: Driver.**
 - 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 11 November 2024.**

We particularly welcome female applicants