

Job Advertisement

VA no. 2025-23

HELVETAS Laos is a development organization operating in Laos since 2001. Our vision is a just world in which all men and women determine the course of their lives in dignity and security, using environmental resources in a sustainable manner.

Job title	Feasibility Study Coordinator – Irrigation Dam Safety
Project	Helvetas Laos Programme Office
Location	Vientiane Capital
Duration of contract	13.5 Months
Date of entry	ASAP
Tasks	<ul style="list-style-type: none"> • Coordinate the visits of a Swiss team of experts that will come to Laos for individual assignment • Facilitate business visa's (in coordination with admin team) • Organize travel and accommodation arrangements • Ensure effective filing of all documents and main communications • Coordinate and participate in project committee meetings • Coordinate and participate in meetings with donors (SDC & World Bank)
Profile/Qualification	<ul style="list-style-type: none"> • Diploma and/or Degree in business administration or related field. • Basic knowledge of development project management • At least 2 years of experience working in admin/logistics especially dealing with international experts. • Good interpersonal skills, ability to handle multiple tasks and priorities effectively. • Self-directed, reliable, accountable and with good communication skills. • Good communication skills with excellent command of Lao (spoken and written) and good command of English (spoken and written). • Able to use basic software effectively (word, excel, access, power point); internet (emails).

Application address	To apply please fill in your information on the link here https://forms.gle/RStnCJVju3194MDX8
Deadline for application	18th May 2025
Indication/Remarks	<ul style="list-style-type: none"> • Detailed job description can be made available on request to email address laos.recruitment@helvetas.org • Only shortlisted candidates will be invited for an interview. • Attractive salary and benefit package for the right candidate as per the HELVETAS Laos, Policies and Procedures

*HELVETAS is a gender, culture, race, creed, political and religion neutral organization, promoting inclusion and tolerance, respect and fair treatment for and between all employees, partners, contributors, participants and beneficiaries. **Women candidates are particularly encouraged to apply.***