

Job Advertisement

VA no.2025-28

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	Procurement Officer
Project	Program Office
Location	Vientiane Office
Duration of contract	1 year +
Date of entry	1 July 2025
Tasks	<ul style="list-style-type: none"> • Procure goods and services effectively and efficiently, enforcing compliance standards seeking best value for money. • Ensure that fixed assets are well managed and disposed of according to the Helvetas procedures • Ensure that all procurement related documents are created, updated and shared according to the procurement manual • Manage vendor relationships and monitor supplier performance to ensure compliance with contractual agreements and quality standards
Profile/Qualification	<ul style="list-style-type: none"> • Bachelor's degree in business administration, finance, accounting or equivalent. • Knowledge of procurement policy and procedures of NGO • At least 2 years of experience working in procurement and/or admin/logistics of a development project. • Good interpersonal skills, ability to handle multiple tasks and priorities effectively. • High integrity, well organized and detail-oriented. • Ability to clarify application of HELVETAS' procurement procedures among project and partner staff. • Energetic, curious, team player, service-minded. • Good communication skills with excellent command of Lao (spoken and written) and good command of English (understand Basic English to write emails and vouchers). • Able to use basic software effectively (word, excel, access, power point); internet (emails). Familiar with office 365

Application address	To apply please fill in your information on the link here https://forms.gle/tCiXUwQvLFnZjSwy7
Deadline for application	29th 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.***