

Job Advertisement

VA no. 2025-29

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	Head of Human Resources
Project	Helvetas Laos Programme Office
Location	Vientiane Capital
Duration of contract	Until 31 Dec 2028
Date of entry	ASAP
Tasks	<p>A. Ensure that the Helvetas Laos' HR Strategy implemented including enhancement of HR system, policies, and procedures in line with Head Office standards, international best practices, and local legal requirements</p> <p>B. Ensure efficient and effective HR operations, smooth procedures, and supervise the HR department's day-to-day administrative tasks. Ensure that the employee lifecycle of all Helvetas Laos staff and long-term consultants are well managed</p> <p>C. Ensure that the admin team and operations are effectively and efficiently managed</p> <p>D. Be responsible for improving the skills and competencies of the organization's employees by optimizing continuous assessment of organization-wide development needs; cultivating a strategic and future oriented capacity development approach, through blended learning; and creatively designing and implementing effective methods to incentivize and enhance staff performance</p>
Profile/ Qualification	<ul style="list-style-type: none"> Degree in Human Resources or Degree in Administration with HR components. Knowledge of Human Resource practices and procedures, knowledge on administration, basic knowledge on finance. Min 10 years' experience working in Human Resources. With at least 5 years in the management position. Multi-tasker, taking initiative, well organized with attention to detail, team worker Self-directed, reliable, accountable, professional; fair & objective; effective coordination & delegation; good communication & mediation Honest; approachable, flexible, dynamic worker with high team spirit Advanced skills in Lao and English Language Excel, word, PowerPoint, internet/email.

Application address	To apply please fill in your information on the link here https://forms.gle/BqGFYA3hjr8692o7
Deadline for application	10th July 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.**