



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.

To support skills development in Laos, especially in the area of digital literacy, the project called '**Digital Literacy Initiative (DLI)**' is designed to promote the increase of Information and Communication Technology (ICT) activities in the education sector focusing on secondary education level, and technical and vocational education level through computer coding and basic programming trainings, digital Entrepreneurship and coding clubs introduced as an additional creative activity for students. The DLI will be implemented in three provinces – Khammouan province, Xiengkhuang province, and Oudomxai province. These three provinces were selected as the project aims to support and give opportunities to youth in non-urban provinces to learn the basis of computer programming in a team setting. This promotes the increase of creative and critical thinking, collaboration, and basic ICT skills among youth which are fundamental competencies and skills that adopt and apply in employment and further education in the future.

Junior IT and Administration Support

Start of Employment: as soon as possible.

Contract Duration: 1 year with possibility of extension.

Place of work: Xiengkhuang Province.

Overall Tasks

IT and Admin support is working closely with the provincial coordinator to ensure the smooth implementation of the project in the province and the operation of Swisscontact's provincial office with respect to the project scope and administrative requirements. IT and Admin support directly supports the DLI project team in the province as well as other project teams where necessary.

Tasks and Responsibilities

1) IT support

- Work closely with the provincial coordinator to coordinate with the local experts and trainers to arrange digital literacy trainings for the project's targeted teachers and students;
- Assist the provincial coordinator in conducting in-depth training for teachers in the province including coding and digital entrepreneurship training, and preparing training materials;

- Provide technical support to teachers while conducting digital literacy training and activities in the project's targeted schools.
- Provide other IT assistance during training such as software installation, software and network troubleshooting, and other related IT support.
- Assist the provincial coordinator in arranging workshops, trainings and meetings in the province including government official liaison under the supervision of the provincial coordinator;
- Other tasks assigned by the provincial coordinator within the project scope.

2) Administrative and Finance support

- Responsible for all other administrative tasks related to the Swisscontact office in province, such as hotel bookings, travel arrangement for staff and consultants.
- Ensure proper inventory management and record keeping of all fixed assets, also in compliance with donor's requirements.
- Assist procurement of goods and services following Swisscontact's guidelines.
- Prepare payment vouchers in Human Resources Information System (HRIS) – training will be provided - continuously in line with project and office requirements.
- Ensure all payment vouchers/payment receipts are adequate as supporting document and follow Country Manual such as travel policy, cash management, and procurement standard.
- Maintain proper petty cash system and prepare payment through petty cash for office operations.
- Prepare and dispatch timely invoices as per contract with external parties.
- Perform other reasonable finance and accounting tasks as required by the Finance Officer (VTE).
- Responsible for physical and online (SharePoint) filing system of administrative project activities, financial documentation, and correspondences.
- Maintain logbook and calculate/prepare for reimbursement payment to staff.
- Perform other reasonable administrative tasks as required by the Provincial Technical Coordinator, Project Manager within the project's scope.

Requirements for the position

- Higher diploma or bachelor's degree in computer science, software engineering and other study field related to IT.
- Capability in using at least one computer language such as Python, C#, Java and others;
- At least 1 year's work experience IT support and Admin support is an advantage.
- Must be a fast learner, pro-active, willing to learn new things, good communication skills and a productive team player;
- Excellent computer skills especially in Microsoft Word, Power Point and Excel.
- Fluency in written and spoken Lao and ability to communicate in English;
- Lao nationality.

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: Junior IT and Administration support.**
- Only applications through the 'Job Application Form' will be regarded – others will not be shortlisted!
- Only shortlisted candidates 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 25 July 2025.**

We particularly welcome female applicants