



**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. The organization is looking for a **Technical Project Officer for Awareness Raising and Networking** to be based in **Vientiane**.

## Technical Project Officer for Awareness Raising and Networking, SCP Lao project

**Start of Employment:** November 2025.

**Contract Duration:** 1 year with possibility of extension.

**Place of work:** Vientiane Capital office.

### *Purpose of the Position*

The **Technical Project Officer** is to ensure high quality technical implementation of project activities focusing on the Awareness Raising and Networking according to project documentation, and as approved by the Component Manager. The ideal Technical Project Officer will have a strong background in conceptualizing and implementing awareness raising events both offline and online, and excellent communication skills and contributes to regular internal review meetings with the project team and (where necessary) the Project Manager.

### *Technical Task and Responsibilities*

1) The specific financial and accounting tasks include to:

- Assist in the steering and coordination of Component of the SCP Lao project regarding awareness raising and networking, under the supervision of your supervisor.
- Participate in the development and review of implementation strategies for Component interventions, in close coordination with the Component Manager.
- Support the monitoring of project activities towards achieving targets for Component as per project document. This includes assisting in the organisation of awareness-raising events, executing capacity-building activities for local CSOs, mass organisations and local authorities, and contributing to supervising established working groups within the project.
- Ensure that Component activities are progressing as planned, are implemented seamlessly, and are within the agreed resources while meeting Swisscontact's and donor quality requirements and standards.

- Facilitate effective and transparent communication and coordination with all relevant project partners (co-applicants, line ministry, mass organisations, local authorities, target groups).
- Assist in monitoring and measuring results (MRM) for Component, contribute to baseline studies, data collection and data analysis in coordination with MRM unit.
- Report technical progress and challenges regularly to the Component Manager, offering possible solutions.
- Contribute to planning, monitoring, reporting, evaluations and documentation of lessons learned.
- Perform other reasonable tasks and responsibilities required for the project as defined by the Component Manager.
- Represents Swisscontact towards partner organizations, government institutions, private sector in the assigned districts.
- Supports the knowledge and content management (KCM) initiatives as needed by the Communications team.

#### **Other Task and responsibilities:**

- General office and admin support: timely reports, time sheets, budget requests, liquidations, etc.
- Minute taker/notetaker in relevant meetings/workshops under component.
- Contribute to regular management meetings according to the project's agreed system.
- Other tasks / project support as required by the Component Manager or Project Manager.

#### **Requirements for the position**

##### **Core**

- Must be a Lao citizen or have full rights to work in Lao PDR.
- Must be a fast learner, proactive, good management, well planning and a team player.
- Self-reliant, accurate in work, inquisitive mindset and willingness to learn.
- Organised and able to cope with multiple deadlines.
- Strong sense of responsibility and control.
- Proficient in written and oral communication both in Lao and English.
- Must have good communication, interpersonal skills, presentation, training and monitoring skills:
- Proven experience in working and coordinating with districts, provincial and national level authorities, local CSOs, and mass organizations.
- Experience in developing and implementing capacity building measures (technical training/coaching) for local CSOs, mass organizations and/or local authorities would be an advantage.

##### **Technical**

- Bachelor's degree in Environmental Science, Development studies, Communication or any other related field.
- At least 2 years of experience in working with the international development projects (experience with EU and/or SDC projects would be an advantage)
- An understanding of the principles and practices of sustainable consumption and production, as gained through formal education or related work experience would be an advantage.
- Ability to work independently, with high motivation for delivering project activities to a high standard.
- Capacity to work in an international environment.
- Excellent computer skills especially in Microsoft Word, Power Point, Excel with experience in working with SharePoint, MS Teams and research software being an advantage

#### **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](mailto:recruitment.laos@swisscontact.org).
- Please write this subject in your e-mail application: **Job applicant: Technical Project Officer for Awareness Raising and Networking, SCP Lao project**
- 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 22 September 2025.**

***We particularly welcome female applicants***