



**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 **Human Resources and Contract Management Officer** to be based in **Vientiane**.

## **Human Resources and Contract Management Officer**

**Start of Employment:** December 2025.  
**Contract Duration:** 1 year with possibility of extension.  
**Place of work:** Vientiane Capital office.

### **Position overview**

We are seeking a motivated and detail-oriented individual to support our HR operations and administrative functions. This role ensures smooth staff lifecycle management, contract administration, and compliance with internal and external standards.

### **Key Responsibilities**

#### **Human Resources**

- Advertise vacancies for employees, consultants, interns, and volunteers.
- Monitor probation periods and annual performance reviews.
- Support onboarding and offboarding processes.
- Maintain employee records (leave, time tracking, training).
- Provide guidance on HR policies and procedures.
- Assist staff with work-related, personal, and career development matters.

## Open Position: Human Resources and Contract Management Officer



- Coordinate with health insurance providers for claims and compensation.
- Prepare and manage service contracts and related legal documentation.
- Organize staff development activities, including mandatory Code of Conduct training.
- Contribute to continuous improvement of HR and contract management systems.

### Administration

- Ensure compliance with Swisscontact Lao PDR's administrative and procurement standards.
- Support planning and execution of project and organizational events.
- Stay updated on local labor laws and ensure the Country Manual reflects current regulations.

### Other Duties

- Participate in team meetings and national seminars/webinars.
- Perform tasks assigned by the Senior HR Officer or Business Administration Manager.

### Qualifications

#### Core Competencies

- Lao citizenship required.
- Reliable, detail-oriented, and eager to learn.
- Strong organizational skills and ability to meet deadlines.
- High integrity and confidentiality.
- Excellent interpersonal skills across all levels.
- Proficient in Lao and English (written and spoken).
- Familiarity with HR systems and databases.
- Sensitivity to gender, diversity, and inclusion..

#### Technical Skills

- Bachelor's degree in business administration or related field preferred.
- Minimum 2 years of experience in HR or contract management.
- Experience with donor agencies or INGOs is an asset.
- Comfortable working in an international environment.
- Proficient in Microsoft Office tools (SharePoint, Teams, Outlook, Word, PowerPoint, Excel).

### How to Apply

1. Download the application form by [\[clicking here\]](#).
2. Complete the form offline.
3. Submit the filled form along with your CV to: [recruitment-sc-lao@swisscontact.org](mailto:recruitment-sc-lao@swisscontact.org)  
Email subject line: **Job Application – Human Resources & Contract Management Officer**

Only applications submitted using the official application form will be considered.

Only shortlisted candidates will be contacted.

We offer a dynamic role with meaningful responsibility. If you're passionate about making a difference in an international context and committed to excellence, we encourage you to apply!

**The deadline for applications is 2 November 2025.**

***We particularly welcome female applicants***