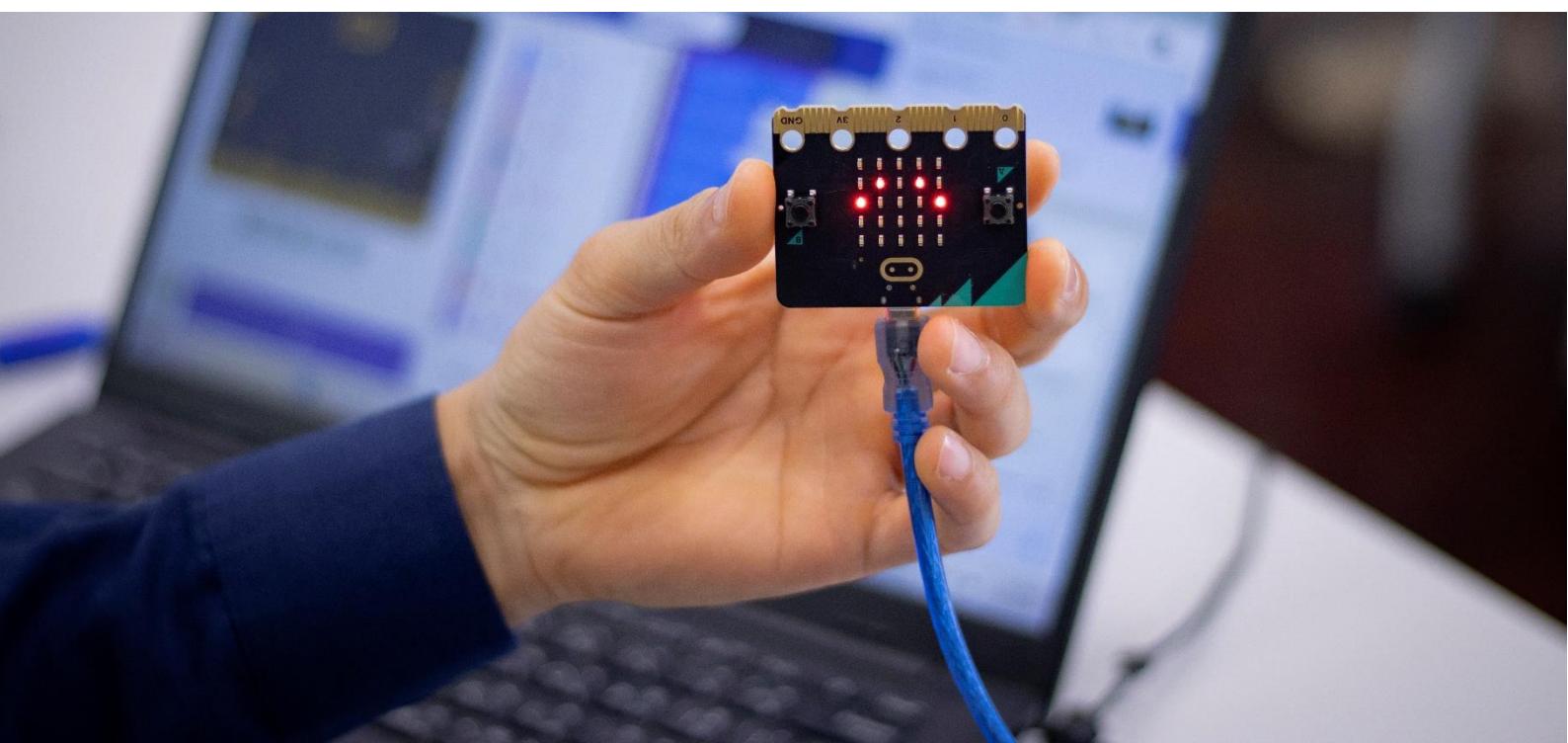


# Project Officer - DLI Project



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 development organisation established in 1959 by representatives of the Swiss private sector and civil society. Represented in 41 countries with over 1'200 employees, its work focuses on private sector-led, sustainable economic development and improved quality of life for all in developing and emerging countries.

Swisscontact has been developing its presence in the Mekong region with projects in Cambodia, Lao PDR, Vietnam, and Myanmar since 1971. In Laos, Swisscontact has worked since 2013, beginning with tourism development in Champasak. It now focuses on vocational training, youth employment, sustainable tourism, and green economic initiatives such as Waste to Value and Sustainable Consumption and Production to promote inclusive, resilient livelihoods.

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 is implemented in three provinces – Khammouan province, Xiengkhuang province, and Oudomxai province and in Vientiane.

## Project Officer – Digital Literacy Initiative (DLI)

**Start of Employment:** February 2026.

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

**Place of work:** Vientiane Capital

### Overall Tasks

The **Project Officer – Digital Literacy** ensures quality technical implementation of Swisscontact's DLI projects in Vientiane and, if required also supports the provinces, according to project documentation and as approved by the National Coordinator. The Project Officer – Digital Literacy directly supports the DLI National Coordinator in Vientiane.

#### 1. The specific tasks and responsibilities

##### A. Project Coordination & Stakeholder Management

- Lead of Implementation: Ensure quality technical implementation of the DLI project in Vientiane and support, if required, the project in the provinces according to the approved workplan and project documentation.

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- Government & Partner Liaison: Represent the organization and foster cooperation with relevant public/ private institutions and target schools in Vientiane to ensure project objectives are met.
- Planning: Contribute to the development of the Implementation Plan (IP) for the project in Vientiane, including undertaking field investigations and partner selection.

## ***B. Monitoring, Evaluation & Reporting***

- Data Collection: Collect, verify, and digitize project data from target schools, including training attendance sheets (disaggregated by gender/ethnicity) and pre/post-test results.
- Field Monitoring: Conduct regular monitoring visits to schools to assess the quality of training delivery, the usage of IT equipment, and the application of digital skills by students/teachers.
- Reporting: Submit timely progress reports (monthly/quarterly) to the National Coordinator, highlighting key achievements, challenges, and lessons learned. Provide information for donor and government report.

## ***C. Technical Implementation & Training Support***

- Training Delivery: Work closely with local partners to arrange and conduct digital literacy trainings for teachers and students, specifically in coding (Scratch, MakeCode-Microbit) and AI Tools .
- Technical Assistance: Provide direct technical support to teachers during training sessions and assist with software installation, network troubleshooting, and hardware setup in target schools.
- Curriculum Support: Assist in preparing training materials and ensuring the technical quality of the outputs delivered by service providers.

## ***D. Administration & Financial Management***

- Asset Management: Ensure proper inventory management and record-keeping of all fixed assets in Vientiane schools in compliance with donor requirements.
- Procurement: Assist in the procurement of goods and services following organizational guidelines.

## **2. Qualifications & Requirements**

### ***Education and experiences***

- Bachelor's degree in Computer Science, Software Engineering, IT, or a related field. (Candidates with a Business Administration degree who possess strong, proven IT/Coding skills may also be considered).
- At least 2 years of work experience in project coordination, preferably in education development or working with international development projects.
- Technical Experience: Proven capability in at least one computer programming language (e.g., Scratch, MakeCode-Microbit, Python, Java), experience in using AI Tools, experience facilitating training or coaching for teachers/youth.

### ***Skills & Competencies:***

- Language: Fluency in written and spoken Lao; Basic English.
- Technical: Excellent computer skills (Word, Excel, PowerPoint) and knowledge of using database.
- Soft Skills: Proactive problem solver, curious mindset, able to work independently with high motivation, and strong communication/interpersonal skills for working in multi-stakeholder environments

***Nationality:*** Lao National.

### ***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-sc-lao@swisscontact.org\*\*](mailto:recruitment-sc-lao@swisscontact.org).
- Please write this subject in your e-mail application: **Job applicant: Project Officer for DLI**.
- Only applications through the 'Job Application Form' will be regarded – others will not be shortlisted!
- 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 11 February 2026.**

***We particularly welcome female applicants***