



Call for **Assistant MRM**

For Vocational Training and Employment Support Services (VTESS) Project

Based in Vientiane Capital at Swisscontact Lao PDR.

● What You'll Do:

Assist VTESS Team at:

- Technical assistance to Managers, MRM Officer, and Team Leader.
- Data entry and cleaning.
- Administrative & clerical tasks.
- And much more behind-the-scenes project action!

● Who We're Looking For:

- 🎓 Recent Graduate from University/College/ Higher diploma/diploma in Financial, Business Administration and other related fields.
- 🧠 Strong IT skills and high English proficiency.
- 💻 Excellent in MS Office (especially Excel), ICTs & internet tools.
- 🌍 Advantage if familiar with international work environments.
- 😊 Willing to learn, support, and grow in a dynamic team!

How to Apply:

Scan the QR code to apply



Step1:

- ➔ Scan QR code and download the application form.

Step2:

- 📄 Fill the application form offline.

Step3:

- ✉ Send the application form to

recruitment-sc-lao@swisscontact.org

Subject:

Job applicant: Assistant MRM VTESS.

🔔 **Only shortlisted candidates will be contacted.**



Deadline:

30 April 2026

Why Join Us?

We offer a position with personal responsibility and great learning opportunities. Are you interested in fascinating work in an international context and are committed to contributing to excellence and making a difference?

We particularly welcome female applicants!