



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 1'400 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. Our projects are implemented by a qualified team based in Vientiane Capital and 6 provincial offices. The organization is looking for an **Office Assistant MRM at Vientiane Capital** for the [Vocational Training and Employment Support Services](#) (VTESS) project.

The VTESS project aims at vocational training and labour market insertion of young, disadvantaged people, 15-35 years of age, who have completed primary or lower secondary education only. The goal is to bring these people into employment, self-employment or back into the education system.

Office Assistant MRM for VTESS Project

Start of Employment: June 2026

Contract Duration: 12 months with possibility of extension

Place of work: Vientiane Capital

Overall Tasks

The Assistant MRM supports the assigned VTESS staff at the Swisscontact Office in Vientiane in administrative, clerical and data entry tasks and provides other technical support as needed, mainly related to MRM. The VTESS staff to be supported by the Assistant MRM are especially:

- The Managers of components 1/4 and 2/3

- The MRM Officer
- The Team Leader,

or others, as assigned by the persons listed above. As a direct supervisor and contact person for the Assistant MRM functions the MRM Officer.

Technical Task and Responsibilities

- Support MRM with preparing surveys, evaluation forms, etc.
- Enter data into databases (Excel, KoboToolbox, etc.) with high precision.
- Clean datasets to identify and correct inconsistencies or errors.
- Support database management and data visualization.
- Assist in preparation of reports.
- Assist in filing project financial, procurement, and operations documents as directed by the respective VTESS staff.
- Assist in updating and organizing current program records and documentation into an efficient and accessible system.
- Support office administration (photocopy and scan documents on request).
- Assist in preparation of project meetings and event coordination of trainings and workshops by following up on confirmation of participants and preparing event documents and materials.
- Support procurement tasks by soliciting quotations and coordinating the procurement process as directed by the respective VTESS staff.
- Coordinate with the administration team of Swisscontact in the VTESS partner provinces.
- Perform other duties and tasks as requested by the supervisor.

Other Tasks and Responsibilities

- Participating in national and international seminars, COPs (Community of Practice), webinars and other platforms to share experiences.
- Undertaking other tasks and responsibilities assigned by the respective VTESS staff in line with the overall scope of the position and /or related to the project objectives.

Requirements for the position

- University/Higher diploma/diploma graduate in Financial, Business Administration, and other related fields.
- Very good English communication skills (written, spoken).
- Computer literacy and strong working knowledge on ICTs technologies (phone, internet, Microsoft Office, particularly with MS Excel).
- Previous knowledge of or experience of how international organisations work is a plus.
- Willingness to support project requests and open to learning.

Physical Demands

- Field visits play a large part in the incumbent's activities; as such, it is expected that the incumbent is willing and able to take part in such activities as and when needed.

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 to recruitment-sc-lao@swisscontact.org
- Please write this subject in your e-mail application: **Job applicant: Office Assistant MRM VTESS**
- 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 22nd April 2026.

We particularly welcome female applicants