



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. The organization is looking for an **Administration Officer** to be based in **Vientiane capital**.

Administration Officer for SCP Lao Project

Start of Employment: As soon as possible

Contract Duration: 12 months with possibility of extension

Place of work: Vientiane Capital

Overall Tasks

The Administrator Officer supports the finance and administration team to ensure the smooth operation of the SCP Lao project with respect to administrative work and reporting requirements. This directly supports the project team to deliver on the mandate of SCP Lao. The position reports to the Administration Coordinator.

Technical Task and Responsibilities

- Prepare payment through petty cash for office operations and ensure all payments are upon approval by supervisor.
- Prepare payment vouchers in the Human Resources Information System (HRIS) in line with project and office requirements.
- Ensure all payment vouchers/payment receipts are adequate as supporting documents and follow Country Manual.
- Responsible for supporting project bookkeeping for petty cash and accounting related as requested.
- Assist to collect support documents advance requested by project staff are settled in a timely manner with support from supervisor.
- Support filing of documents related to admin and finance of project work.
- Responsible for Fixed asset management process for SCP project (updated and recorded receivable fix asset

- monthly, putting Label on).
- Support with preparing documents for prefer supply.
- Provide logistic support for meetings /seminars /workshops.
- Participate in team meetings and seminars/conferences.
- Assist in administrative duties related to project activities.
- Manage relationships with key suppliers (e.g., accommodation providers in VTE, LPB) and negotiate corporate rates where possible.
- Ensure that all procurement processes are executed in line with the Country Manual and donor requirement.
- Coordinate with the administration and finance team in the province to ensure all work is related to date and informed.
- Monitor and manage the vehicle fleet to ensure safety and efficient logistics operations.
- Answer, screen forward and or return phone calls as well as the message.
- Coordinate and Work with IT support services (external).
- Facilitate the handover of project materials and equipment to partners when required.
- Perform other reasonable administrative tasks as required by the SCP Lao Project Manager, Component Managers or supervisor.

Requirement for the position

Core

- Must be a Lao citizen or have full rights to work in Lao PDR.
- Excellent analytical skills.
- Good at managing multiple tasks.
- Self-reliant, responsible, accurate in work, inquisitive mindset, and willingness to learn.
- Able to work independently as well as in a team.
- Organised and able to cope with multiple deadlines.
- Proficient in written and oral communication both in Lao and English.
- Good interpersonal and communication skills.
- Demonstrates awareness and sensitivity to gender, diversity, and inclusion.
- Adaptability and flexibility.

Technical

- Bachelor's degree in business administration, accounting / finance, Technical College or similar field would be an advantage.
- At least 2 to 4 years' work experience in the administration field or related area. Preferably in the development cooperation field with donor agencies and INGOs. Experience with EU and SDC projects is an added value.
- Experience in the management of material resources (purchase orders, accounting etc).
- Experience organizing events, purchasing goods, and completing administrative tasks.
- Ability to interpret financial procedures and standards and their application.
- Capacity to work in an international environment.
- Computer literacy, especially Microsoft Office Word, PowerPoint, Excel, MS teams, Cloud, and SharePoint.

How to apply

- Step1: Download the application form. ["Clicking here "](#) to download the application form.
- Step2: Fill in the application form offline.
- Step3: Send the application form together with your CV to recruitment.laos@swisscontact.org.
- Please write this subject in your e-mail application: **Job applicant: Administration Officer_SCP**.
- 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 4 June 2026.

We particularly welcome female applicants