



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 **Junior Human Resources and Contract Management Officer** to be base in **Vientiane capital**.

Junior Human Resources and Contract Management Officer

Start of Employment: Immediately

Contract Duration: 1 year with possibility of extension.

Place of work: Vientiane Capital.

Overall Tasks

The Junior Human Resources (HR) and Contract Management Officer support the effective delivery of HR and contract management functions to ensure the smooth and compliant operation of Swisscontact's country office in Lao PDR. The position contributes to staff administration, consultant and partner contract management, and coordination with relevant government authorities, ensuring alignment with Swisscontact's global policies and national labor regulations. Working closely with the HR Officer, Senior Operations Manager, the role supports efficient internal processes, regulatory compliance, and overall organizational effectiveness.

Technical Task and Responsibilities

- Advertise employee vacancies, including consultants, interns, and volunteers, in line with organizational procedures
- Monitor and track staff probation periods and annual performance assessments
- Support the organization and implementation of staff onboarding and offboarding processes
- Maintain and update employee records, including leave, attendance/time recording, and training history
- Assist in providing HR-related guidance and information to staff and management on policies and procedures

- Support employees with work-related matters, career development, and organizational processes
- Coordinate with the health insurance provider to facilitate claims for compensation and medical expenses
- Prepare and review service contracts for consultants and partners, including supporting documentation, and ensure proper filing (both digital and physical)
- Assist in organizing and delivering staff development initiatives, including mandatory Code of Conduct (CoC) training
- Contribute to continuous improvement of HR and contract management processes, including updating templates and tools

Administrative Tasks and Responsibilities

- Ensure compliance with Swisscontact Lao PDR administrative and operational procedures, particularly in procurement and payments processes
- Support the organization of project activities and general office events
- Stay updated on local labor laws and regulatory changes to support updates to the Country Manual and ensure compliance

Other Tasks and responsibilities

- Participate actively in team meetings and contribute to discussions and improvements
- Attend relevant seminars, workshops, and webinars to enhance knowledge and share experiences
- Perform other tasks as assigned by the HR Officer or Senior Operations Manager.

IT and Digital Skills

- Proficient in Microsoft Office 365 (Word, Excel, PowerPoint, Outlook, Teams)
- Familiarity with AI tools and digital work platforms to improve productivity and workflow efficiency
- Experience with HR systems, document management systems, or databases is an advantage
- Basic data management and reporting skills

Qualifications and Requirements

- Bachelor's degree in human resources, Business Administration, Law, or a related field
- Minimum 2–3 years of relevant working experience in HR, administration, or contract management
- Basic knowledge of labor laws, regulations, and compliance requirements in Lao PDR is an advantage

Skills and Competencies

- Strong communication skills in Lao and English (both written and spoken)
- Good interpersonal skills and ability to work effectively with diverse teams
- Strong organizational skills and attention to detail
- Ability to handle confidential information with integrity
- Problem-solving mindset and willingness to learn

Additional Assets (Preferred)

- Experience working in an international organization or NGO
- Understanding of contract lifecycle management

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: Junior HR and Contract Management Officer.**
- 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 10 June 2026.**

We particularly welcome female applicants