

**SWISS
FOUNDATION
FOR TECHNICAL
COOPERATION**

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.

About Swisscontact

Swisscontact is an independent Swiss foundation for international development cooperation. We work towards inclusive economic development by creating opportunities for people to improve their livelihoods through sustainable employment, stronger businesses and market systems, and environmentally responsible economic growth.

In Lao PDR, Swisscontact works closely with government agencies, the private sector, civil society and development partners to promote sustainable economic development through innovation, entrepreneurship and skills development.

About the Swisscontact's Circular Economy Initiatives Project

Swisscontact is preparing to implement two complementary initiatives that aim to accelerate the transition towards a more circular and resource-efficient economy in Lao PDR.

Working closely with government agencies, the private sector, development partners and local communities, these initiatives will strengthen plastic waste management systems, promote circular business models, support green enterprises, improve recycling markets, encourage alternatives to single-use plastics, and foster innovation that creates both environmental and economic benefits.

Although funded through different mechanisms, the two initiatives will be implemented as one integrated programme with shared technical approaches, geographic coverage, partnerships and management arrangements. Staff recruited through this process will contribute across both initiatives as part of one Swisscontact team working towards a common vision of reducing plastic pollution while creating inclusive economic opportunities.

Provincial Technical Coordinator – Circular Economy Based in Vientiane Capital

Contract Duration: 1 year (renewable)

Workstation: Vientiane Capital

Purpose of the Position

The Provincial Technical Coordinator leads Swisscontact's circular economy interventions within the assigned province. Working across two complementary initiatives, the Coordinator will strengthen partnerships with government, private sector actors and development partners while ensuring high-quality implementation of activities that promote recycling, green businesses, plastic waste reduction and sustainable market systems.

Working closely with the Project Manager, the Coordinator provides technical guidance to the provincial team, identifies opportunities for innovation and partnership, and ensures that project activities contribute to strengthening the circular economy and green business ecosystem in Lao PDR.

The specific tasks and responsibilities include:

As the two initiatives are closely aligned in objectives, implementation approach and geographic focus, team members are expected to contribute across different workstreams and assignments as required to achieve programme objectives. Responsibilities may evolve over time in response to operational priorities while remaining consistent with the overall purpose and level of the position.

Ideally, the Provincial Technical Coordinator ensures high-quality technical implementation of Swisscontact's circular economy initiatives and performs the following specific tasks and responsibilities:

1. Strategic Partnership Development and Stakeholder Engagement

- Serve as Swisscontact's focal point for Swisscontact's Circular Economy Initiatives Project in the assigned province.
- Establish and maintain strong working relationships with Provincial Departments of Agriculture and Environment, district authorities, relevant ministries, chambers of commerce, business associations and other government agencies.
- Build trusted partnerships with private sector companies, recycling enterprises, tourism businesses, financial institutions, development partners and civil society organizations.
- Represent Swisscontact in provincial coordination meetings, technical working groups, policy dialogues and public events.
- Identify opportunities to strengthen collaboration and mobilize additional partners that contribute to project objectives.

2. Provincial Leadership and Project Management

- In coordination with Project Manager and the Senior Advisor Environment, lead the planning, coordination and implementation of all project activities within the assigned province.
- Supervise, coach and mentor Junior Technical Officers to ensure high-quality project delivery.
- Ensure project activities are delivered on time, within budget and according to Swisscontact quality standards.
- Anticipate implementation risks and develop practical mitigation measures.

3. Market Systems and Private Sector Development

- In coordination with Junior Technical officer, lead engagement with green businesses, SMEs, recyclers, tourism operators and entrepreneurs to strengthen the circular economy.
- Identify market constraints, business opportunities and emerging trends affecting waste management and recycling.
- Facilitate partnerships between businesses, government agencies, financial institutions and service providers.
- Support the design and implementation of innovative interventions that improve market performance rather than creating dependency.
- Promote business models that generate long-term environmental and commercial sustainability.

4. Government Coordination and Policy Support

- Maintain close collaboration with provincial and district government counterparts, particularly the Departments of Agriculture and Environment and other relevant agencies.
- Ensure project interventions align with provincial priorities and national policies.
- Facilitate government ownership of project initiatives and encourage long-term institutional support.
- Support policy dialogue and knowledge sharing on circular economy and plastic waste management.

5. Adaptive Management, Learning and Innovation

- Monitor implementation performance and use evidence to improve project interventions.
- Analyse lessons learned and recommend adaptive management decisions.
- Identify innovative ideas and pilot opportunities that strengthen project impact.
- Promote cross-learning between provinces and project partners.
- Contribute to technical studies, knowledge products and communication materials.

6. Monitoring, Results Measurement and Reporting

- In coordination with Results Measurement officer, ensure accurate monitoring of outputs, outcomes and project indicators.
- Review and validate field data collected by the project team.
- Prepare high-quality technical reports and implementation updates.
- Ensure documentation of success stories, lessons learned and evidence of impact.
- Contribute to donor reporting and annual planning processes.

7. Financial and Operational Oversight

- Oversee provincial implementation budgets and activity planning.
- Ensure efficient use of project resources.
- Monitor partner performance and compliance with partnership agreements.
- Ensure adherence to Swisscontact administrative, procurement and financial procedures.

Qualifications

- Bachelor's degree in Environmental Management, Business Administration, Economics, Natural Resource Management, Agriculture, Development Studies or another relevant discipline.
- Master's degree is an advantage.

Experience

- At least 2–3 years of relevant professional experience.
- Experience working with businesses, community development projects, NGOs or government programmes is an advantage.
- Experience in environmental sustainability, circular economy, waste management or private sector development is desirable.
- Outstanding recent graduates with strong internship or volunteer experience are encouraged to apply.

Required Competencies

Technical Competencies

- Strong understanding of private sector engagement.
- Knowledge of environmental sustainability and circular economy principles.
- Excellent stakeholder engagement and partnership management skills.
- Strong planning, coordination and project management abilities.
- Excellent analytical, facilitation and report-writing skills.

Leadership Competencies

- Builds trust and long-term partnerships.
- Leads and motivates teams.
- Negotiates effectively with government and private sector partners.
- Makes sound decisions under pressure.

- Identifies opportunities and drives innovation.
- Delivers results while maintaining strong relationships.

Languages

- Excellent Lao language skills.
- Good written and spoken English.

What We Are Looking For

We are looking for someone who enjoys connecting people, influencing systems and turning ideas into action.

The ideal candidate is:

- A respected relationship builder who can engage confidently with senior government officials and business leaders.
- Passionate about creating practical environmental and economic impact.
- Entrepreneurial and comfortable working in dynamic environments.
- Strategic in thinking but hands-on in implementation.
- Curious, innovative and always looking for better ways of working.

How to apply

- To apply for this position, please send your CV and Cover Letter (max. 1 page) in English stating your **Gross Salary Expectation** and explaining why you are qualified for the position and the expected salary to recruitment.laos@swisscontact.org.
- Please write the subject in your application email: **Job applicant: Provincial Technical Coordinator_Vientiane Capital**.
- Only shortlisted will be contacted.

Application Process

At Swisscontact, we prioritize finding the right person over adhering to a fixed recruitment timeline. Applications will therefore be reviewed on a rolling basis, and the recruitment process will remain open until a candidate who best meets the requirements of the position has been identified.

Hence, the vacancy may remain available through Swisscontact's recruitment channels on our website: [Link](#) beyond the initial advertising period if necessary. Swisscontact reserves the right to close the vacancy as soon as a suitable candidate has been appointed.

We encourage interested candidates to submit their applications at the earliest opportunity.

Looking for a career that challenges, inspires, and rewards? Join our international team and take on a role with real responsibility, exciting opportunities, and the chance to contribute to meaningful achievements. If you are driven to excel and eager to make a difference, we would love to hear from you.

The deadline for application: until the position is filled

We particularly welcome female applicants