

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.

Junior Technical Officer – Based in Vientiane Capital

Contract Duration: 1 year (Renewable)

Workstation: Vientiane Capital

Purpose of the Position

The Junior Technical Officer supports the implementation of innovative market-based interventions that strengthen the circular economy and reduce plastic pollution in Lao PDR.

Working under the guidance of the Provincial Technical Coordinator, the officer facilitates partnerships, supports businesses, coordinates field activities, engages stakeholders, monitors progress and contributes to strengthening the circular economy and green business ecosystem in Lao PDR. In addition to supporting programme implementation, the officer will contribute to the continued growth of Swisscontact's portfolio by identifying emerging opportunities, conducting background research, supporting partner and market assessments, and providing inputs to the development of new project concepts and proposals.

The position requires a proactive individual who enjoys working with diverse stakeholders, is motivated to find practical solutions to real-world environmental and business challenges, and is eager to contribute both to successful programme implementation and to the identification of future opportunities that advance Swisscontact's mission in Lao PDR.

Key Responsibilities

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.

The candidate performs the following specific tasks and responsibilities:

1. Business Development and Partnership Facilitation

- Build and maintain productive relationships with SMEs, tourism businesses, recycling enterprises, informal waste workers, business associations and local communities.
- Support businesses in identifying opportunities for circular economy products and services.
- Facilitate collaboration between businesses, local authorities, financial institutions and development partners.
- Identify innovative business ideas and market opportunities that contribute to reducing plastic waste.
- Support the implementation of business development initiatives and enterprise support activities.

2. Project Implementation

- Support the implementation of project activities in accordance with approved work plans and project objectives.
- Assist in organizing pilot activities, demonstrations and innovation initiatives, including Eco-Challenge activities.
- Coordinate logistics for training, workshops, business events and stakeholder consultations.
- Conduct regular field visits to monitor progress and provide technical support to project partners.
- Identify implementation challenges and propose practical solutions to improve project delivery.

3. Stakeholder Engagement

- Maintain effective communication with district and provincial government agencies.
- Coordinate with project partners, private sector actors and local communities during implementation.
- Represent Swisscontact in meetings, workshops and coordination events as delegated.
- Facilitate dialogue among stakeholders to strengthen collaboration and collective action towards circular economy solutions.
- Maintain positive working relationships that support long-term sustainability of project interventions.

4. Enterprise and Market Systems Support

- Support SMEs and entrepreneurs in improving business practices related to circular economy.

- Assist enterprises in developing and implementing business improvement plans.
- Help identify market constraints and opportunities affecting green businesses.
- Support market linkage activities between suppliers, buyers and service providers.
- Contribute to interventions that strengthen the broader market system for plastic waste management and recycling.

5. Monitoring, Learning and Knowledge Management

- Collect and verify project data following Swisscontact's monitoring system.
- Monitor project activities and document outputs, outcomes and lessons learned.
- Prepare field reports, success stories and case studies.
- Capture photographs and stories from project activities for communication purposes.
- Contribute to knowledge management, learning events and adaptive project management.

6. Administration and Reporting

- Prepare timely activity reports and field updates.
- Support preparation of budgets, procurement requests, liquidations and other administrative documentation.
- Maintain accurate records of meetings, training and field activities.
- Ensure compliance with Swisscontact administrative and financial procedures.

7. Programme Development and Knowledge Support

The Junior Technical Officer will also contribute to the continued growth of Swisscontact's portfolio by:

- Supporting preliminary research on emerging development priorities and market opportunities relevant to Swisscontact's strategic focus.
- Assisting in gathering background information, sector data and evidence to inform concept notes and new project proposals.
- Conducting basic stakeholder and partner mapping, including due diligence and organizational profiling.
- Monitoring relevant funding opportunities, expressions of interest and calls for proposals.
- Supporting proposal preparation through information collection, drafting inputs and coordination with internal teams.
- Performing other Business development tasks as assigned.

Qualifications

- Bachelor's degree in environmental science, Environmental Management, Business Administration, Economics, Natural Resources Management, Development Studies or another relevant discipline.

Experience

- At least 1–3 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

The successful candidate should demonstrate:

Technical Competencies

- Understanding of sustainable development or environmental issues.
- Interest in circular economy and green business development.
- Basic knowledge of project implementation and stakeholder engagement.
- Ability to organize meetings, training and field activities.
- Good report writing and documentation skills.

- Proficiency in Microsoft Office (Word, Excel and PowerPoint).

Core Competencies

- Strong communication and interpersonal skills.
- Ability to build relationships with diverse stakeholders.
- Initiative and willingness to learn.
- Good organizational and time management skills.
- Problem-solving and analytical thinking.
- Ability to work independently and within a multidisciplinary team.
- Willingness to travel frequently within project areas.

Languages

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

What We Are Looking For: We are looking for someone who is:

- Passionate about environmental sustainability.
- Curious and eager to learn.
- Self-motivated and proactive.
- Comfortable working with businesses and local communities.
- Creative and solution-oriented.
- Adaptable to changing priorities.
- A collaborative team player who enjoys working in diverse environments.

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 this position and the expected salary to recruitment.laos@swisscontact.org.
- Please write the subject in your e-mail application: **Job applicant: Junior Technical Officer_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