HELVETAS Swiss Intercooperation
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Job Advertisement

VA no.2026-16

HELVETAS Laos is a development organization operating in Laos since 2001. Our vision is a just world in which all men and women determine the course of their lives in dignity and security, using environmental resources in a sustainable manner.

Job title	**Business Development Manager - Mekong Region**
Department	International Programmes
Purpose of the position	This is a regional position, with a primary focus to enhance regional business development for Helvetas in Southeast Asia. The regional Business Development Manager supports Helvetas country programmes in Laos, Myanmar and Vietnam in strengthening their preparedness for calls for proposals and tenders - particularly regional ones - and in improving the quality of submitted proposals. Serving as a regional staff member, the position develops funding intelligence, facilitates partnerships and donor relations, coordinates proposal development and, according to the position holder's expertise, provides ad hoc thematic advisory, reporting and communication support. The position also contributes to regional exchange and to learning and innovation initiatives in Asia.
Reports to	Country Director of Laos or Vietnam, depending on the country of residence
Supervises	None
Acts as deputy for	None
Duty station	Vientiane, Laos or Hanoi Vietnam. Regular travel to Laos, Myanmar and Vietnam. Also to Bangkok for donors meetings and regional events.
Employment level	100%
Main tasks	• Contribute to early intelligence on funding opportunities, with particular attention to regional opportunities. • Participate in the Donor Account Teams relevant to the region, such as ADB and DFAT • Explore partnership opportunities linked to prospective funding opportunities. • Establish and maintain contacts with donors and funding partners under the supervision of the relevant country management teams. • Contribute to acquisition information on partners, expert profiles and relevant data • Support the design of project proposals by providing conceptual and technical inputs. • Coordinate proposal development with country teams, partners and Head Office. • Support to write concept notes and full proposals in fluent English in accordance with donor terms of reference and requirements. • Carry out mutually agreed tasks, including proofreading, English-language drafting. • Support regional communication and knowledge management activities of the country programmes, particularly contribute to production of national and regional capability statements and any other relevant marketing documentation • Provide thematic advisory support according to the position holder’s expertise • Perform other relevant tasks agreed with the supervisor. • Participate in and help organise regional exchanges and learning and innovation events. • Contribute to an Asia-wide group focused on acquisition, communication and innovative inputs.

Qualifications	**Education, studies and further training:** • Master's degree in Development Studies or a similar field. • Knowledge of at least one Helvetas field of expertise. • Further training in communication or business development. • Extended stays abroad and appetite for frequent travels. **Professional experience:** • Practical exposure to development cooperation in the field. • Familiarity with donor requirements and acquisition procedures. • Experience communicating with public authorities and international development partners. **Organisational and methodological competencies** • Good conceptual and analytical skills. • Good oral and written communication skills. • Good visualisation and presentation skills. • Strong awareness of gender, social equity and conflict sensitivity. **Social and personal competencies** • High degree of independence and flexibility, including the ability to work across several country contexts and adapt quickly. • Sociable and approachable personality, with a strong team spirit. • Confidence in engaging with public authorities and international development partners. **Languages** • Professional fluency in written and spoken English. • Knowledge of Lao or Vietnamese is a strong asset. • Knowledge of French is an added advantage **IT skills** • Proficient user of the Microsoft Office suite. • Ability to produce graphics and visual materials illustrating concepts and ideas.

Application address	To apply, please submit your CV and cover letter to laos.recruitment@helvetas.org
Deadline for application	**December 2, 2026, at 5:00 PM ICT**
Indication/ Remarks	• Detailed job description can be made available on request to email address laos.recruitment@helvetas.org • Only shortlisted applicants will be invited for interview. • A competitive salary and benefits will be offered to the right candidate.

HELVETAS is a gender, culture, race, creed, political, and religion-neutral organization, promoting inclusion and tolerance, respect, and fair treatment for and between all employees, partners, contributors, participants, and beneficiaries.

Women and ethnic minority candidates are particularly encouraged to apply.