

We are Hiring now!



Cleaner

Our model for success is a better life for everyone and purposeful tasks for our employees. For more than 50 years, the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ), as a company of the German Federal Government, has been supporting the implementation of development policy goals worldwide. In Lao PDR, GIZ is currently implementing a large number of projects focusing on rural development, conservation of nature and natural resources as well as sustainable economic development. If you want to make a difference in the world and develop yourself in the process, you've come to the right place.

The Protection and Sustainable Use of Forest Ecosystems and Biodiversity (ProFEB) Project, a part of the Lao-German Cooperation and commissioned by German Federal Ministry for Economic Cooperation and Development and financially supported co-financing from the EU, is currently seeking **one (1) qualified Laotian candidate** for the position of Cleaner, based in **Vientiane Capital** starting 01.02.2025.

MAIN TASK AND RESPONSIBILITIES:

- Ensures that the office premises are clean and orderly, such as rooms, furniture, floor and windows.
- Runs errands and completes other tasks in order to ensure the smooth running of the office.
- Checks and refills supplies in all areas, including office supplies and supplies in the wash-rooms and WCs.
- Sets up and provides services at meetings, e.g. serves coffee and tea for guests and visitors.
- Checks office supplies and restocks office materials, e.g. ensuring the photocopiers machines are operational by filling with paper, toner cartridges etc.
- Supplies the offices with hot and cold beverages and other catering services.
- Reports if stocks, e.g. of beverages are low, and need to be replaced.

GENERAL QUALIFICATIONS:

- Secondary school education.
- Minimum of 3 years of experience in cleaning.
- Ability to manage multiple tasks and meet deadlines.
- Good Lao language skill.

EMPLOYEE BENEFIT

- Attractive and competitive salary with long-term employment and career development.
- Additional allowances: Pi Mai bonus, performance-related bonus, communication allowance, lodging allowance, relocation allowance, travel allowance (for remote posting); Social benefits: health and accident insurance, NSSF, eyeglasses, annual dental and medical check-up.
- 20 days of annual leave entitlement plus Lao public holiday including compensation days (15 days).

HOW TO APPLY

Interested qualified candidates are required to send the cover letter and CV together with relevant certificates and references by email to job-gizlaos@giz.de, HR Division of GIZ Office Vientiane, by stating **the exact job title in the subject by 16:30 pm on 02nd January 2025**.

Please read [Our Data Privacy Notice](#), which provides further information on the data we store, and about your rights, before you continue with your application.

Gender equality is one of the key values of GIZ and of the work we do.

Applications from women, persons from diverse culture background, and with disabilities are most welcome.



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