

Project Assistant (3 months)

Sunlabob was established in the Lao PDR in 2000 and provides affordable and reliable energy solutions with renewable energy sources.

Sunlabob is currently seeking a Project Assistant to support the team in developing and implementing a high quality training course in the area of energy efficiency as part of a public-private partnership (PPP) with the National University of Laos and the German development organisation GTZ.

The whole project comprises the following components:

1. Coordination and initiation of the project with the partner university
2. Conception and development of the training course
3. Prequalification of selected teaching personnel from the university
4. Training of the target group
5. Ongoing coaching and support of teaching personnel in the integration of training outputs into the university's curriculum

Job Description

- ✓ Support and involvement in the cooperation with the university
- ✓ Administration of the selection process of teaching personnel and participants
- ✓ Development of the curriculum, the final test, the training evaluation and the selection process of participants (e.g. motivations, test, interview) according to the conceptual framework of our master trainer

Person Specifications

- ✓ Higher education qualification in engineering, economics, business administration, or education
- ✓ Some practical work experience
- ✓ Strong project management skills
- ✓ Strong planning and organisational skills
- ✓ Excellent communication (verbal and written English) skills
- ✓ IT literacy
- ✓ Dynamic and strongly motivated
- ✓ Able to work as part of a team and in a multi-cultural environment

Placement Details

- ✓ Location: Vientiane, Lao PDR
- ✓ Start date: early 2010
- ✓ Duration: 3 months

What we offer

- ✓ An opportunity to apply your skills in a developing country
- ✓ A professional, dynamic and challenging work environment
- ✓ A friendly and diverse team in the most laid-back capital city in Asia

How to Apply

Apply in writing (cover letter + CV in English) by email to: contact@sunlabob.com