



**Nam Theun 2 Watershed Management and Protection Authority (NT2 WMPA)**  
Oudomsouk Village, Nakai District, Khammouane Province, Lao PDR  
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## Job announcement

As a part of Concession Agreement (CA) for the construction NT2 Hydropower Plant between the Government of Lao PDR (GoL) and the Nam Theun Power Company (NTPC), the Nam Theun 2 Watershed Management and Protection Authority (NT2-WMPA) was established as a leading agency for the management and protection of Nam Theun 2 Watershed and Nakai-Nam Theun National Protected Area (NNT-NPA). To perform its given roles, NT2-WMPA receives funding support from NTPC around USD 1 million per year.

To secure successful implementation its role and duties, there is a need to for WMPA to recruit high qualified staff for three important positions: *(1) head of Administration Division, (2) Head of the Planning, Monitoring and Evaluation Division, and (3) Head of Participatory Integrated Conservation and Development Division (PICAD).*

For the recruitment, interested individuals are invited to submit applications with detail CV via email to: [phouthonesophathilath@gmail.com](mailto:phouthonesophathilath@gmail.com) . Deadline for the submission of application is **October 15, 2012**. Only shortlisted applicants will be called for professional interviews. For more details, please contact:

*Phouthone Sophathilath, Mr.*  
*Director of Executive Secretariat, WMPA*  
*Phone: 020 55507763 or at the email address given above.*

Detail information about the wanted positions and minimum required qualifications are shown hereunder:

### **Position 1: Head of Administrative Division**

**Responsible directly to:** Director of Executive Secretariat

**Key responsibility:**

Directly responsible for the effective function of the management of administration, finance, procurement, contract, external relation and assets

**Main tasks:**

- Overall oversight of the office administration
- Assist the Director of WMPA's Executive Secretariat in all kinds of documentation works, including drafting contracts

- Human resource management and development
- Financial and asset management and procurement
- Document management
- Facilitation to the other division for effective performance
- Coordination, Communication and international relationship
- Reception and organization of meetings

**Minimum qualification:**

- Degree, or higher, in business administration or other relevant disciplines
- Post graduate training preferable

**Experiences and skills:**

- Having at least five-year experiences and demonstrated ability in administration, staff management, financial and asset management;
- Having a good aptitude for public relation, fluency in spoken and writing English, and manageable computer skills and understanding data base system.

**Other requirements:**

- Being Lao citizen with good health and willing to work in remote areas

**Working station:**

- WMPA Office in Nakai District, Khammouane Province, with occasional field work.

**Contract duration**

- Two years, depending on performance evaluation. Extension maybe made possible.

**Position 2: Head of Planning, Monitoring and Evaluation Division (PMED)**

**Responsible to:** Director of Executive Secretariat and his deputy in charge

**Key responsibility:**

Directly responsible for the effective function of the management of planning, monitoring and evaluation related duties.

**Main tasks:**

- Overall managing the division
- Elaborate WMPA strategy into action plans
- Preparing management and operational plans,
- Screening operational and budget plans
- Budgeting and managing budget utilization
- Developing M&E and reporting system, procedures, regulation and formats
- Monitoring, evaluating and reporting progress and impacts from the implantation of plans
- Storing and managing data and information, including data base development;

**Minimum qualification:**

- Degree, or higher, in integrated natural resource management, forestry, rural development or other relevant disciplines
- Post graduate training preferable

**Experiences and skills:**

- Having at least five-year experiences and demonstrated ability in working with international funding project, especially in project management, planning, monitoring and evaluation;
- Having experiences in data base management and good analytical skills;
- Having good knowledge on resource management, including financial management;
- Having a good aptitude for public relation,
- Having a fluent English proficiency in both oral communication and writing skill,
- Having a manageable computer skill and good understanding on data base system.
- Working experiences with rural communities in remote areas

**Other requirement**

**Other requirements:**

- Being Lao citizen with good health and willing to work in remote areas

**Working station:**

- At WMPA Office in Nakai District, Khammouane Province (60%)
- In the field with occasional field work (40%)

**Contract duration:**

- Two years, depending on performance evaluation. Extension maybe made possible.

**Position 3: Head of Participatory Integrated Conservation and Development Division (PICAD)**

**Responsible to:** Director of Executive Secretariat and his deputy in charge

**Key responsibility:**

Directly responsible for the effective function of the management of planning, monitoring and evaluation related duties.

**Main tasks:**

- Overall management of the division
- Develop and test PICAD models
- Supervising and leading VICAD committee in the implementation of VICAD activities;
- Assembling and preparing management and operational plans, and budgeting for the PICAD division
- Designing effective law enforcement system and practices;
- Designing promising livelihood and income alternatives
- Supervising biodiversity monitoring and research
- Monitoring, evaluating and reporting progress and impacts from the implantation of plans under the PICAD division

**Minimum qualification:**

- Degree, or higher, in integrated natural resource management, forestry, rural development or other relevant disciplines
- Post graduate training preferable

**Experiences and skills:**

- Having at least five-year experiences and demonstrated ability in integrated natural resource management, biodiversity conservation, Law enforcement and having good understanding the concept of Participatory Integrated Conservation and Development;
- Having capability in conceptualizing and analytical skills;
- Having experiences in project management and good knowledge on resource management;
- Having experiences working with international projects related to integrated rural or livelihood development or relevant;
- Having a good aptitude for public relation,
- Having a fluent English proficiency in both oral communication and writing skill;
- Working experiences with rural communities in remote areas.

**Other requirements:**

- Being Lao citizen with good health and willing to work in remote areas

**Working station:**

- At WMPA Office in Nakai District, Khammouane Province (60%)
- In the field with occasional field work (40%)

**Contract duration:**

- Two years, depending on performance evaluation. Extension maybe made possible.