

Terms of Reference and Scope of Services

Title:	Administration Trainee
Location:	Vientiane Capital
Duration:	1 year renewable annually and with possible extension

Background

1. The Environment Protection Fund (EPF) is a financially autonomous institution under the Government Office. It was established in 2005 to strengthen environmental protection, sustainable natural resource management, biodiversity management and community development in Lao PDR. It manages an endowment provided by the Asian Development Bank (ADB) and voluntary contributions from hydropower and mining companies. In addition, the Government of Lao PDR (GoL) received financing from the World Bank which it has entrusted EPF to implement through its standard sub-project mechanism in two of its five financing windows (Community and Biodiversity Investment (CBI), Policy Implementation and Capacity Enhancement (PICE). The EPF responds to a Board, chaired by the Deputy Prime Minister and co-chaired by the Minister of Finance and is managed by a secretariat, the EPF Office (EPFO). A Technical Committee (TC) has been appointed to assist with sub-project review, approval and supervision.

Objective of the assignment

2. The objective of the assignment is to support the effective and efficient coordination, communication, fundraising and management system in Administration Department of EPF office.

Scope of the assignment

3. Specific activities will include, but not limited to, the following:
- Provide overall and day to day support to the team members at Administration Department with regard to the project management, communication and fundraising.
 - Assist Administration Department for data entry, filing system, translation, interpretation and to ensure an accurate and well-managed data for EPFO.
 - Assist in preparing workshop, seminar, conference and other communication activities related to EPF sub-projects, where applicable.
 - Perform any other duties as may be assigned.

Experience and qualifications

4. The trainee should be equipped with but not limited to the following experience and qualification:
- At least a Bachelor Degree in management, economics, Environments, sciences or relevant field.
 - Working knowledge of MS Office and Internet applications, Microsoft Outlook, Access and PowerPoint.
 - Good writing and speaking skills in Lao and in English Language.
 - Demonstrated the ability to successfully interact with individuals of different cultural backgrounds and beliefs, which include willingness to try and understand and be tolerant of differing opinions and views.

Intern Condition:

- EPF Trainee programme does not provide a salary or remuneration for the internship;
- Some expenses connected with the internship such as petrol and food allowance, will be borne by the EPF,
- EPF accepts no responsibility for costs arising from accidents and/or illness or death incurred during the internship;
- Interns are not eligible to apply for, or be appointed to, any post in EPF during the period of the internship.
- Interns are not staff members and may not represent EPF in any official capacity.

Source of information

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