

Job Vacancy

Nam Theun 1 Power Company Limited (NT1PC) was authorized by the Government of the Lao People's Democratic Republic (GOL) to develop, own and operate the Nam Theun 1 Hydropower Project (NT1HPP). The Company has entered into a Concession Agreement (CA) with the GOL since 14 June 2016, the Concession period of which spans 27 years.

NT1PC is jointly owned by Four shareholders: Phonesack Group Company Limited (PSG), Chaleun Sekong Energy Co., Ltd. (CSE), Electricity Generating Public Company Limited (EGCO) and EDL-Generation Public Company (EDL-GEN).

The Project is located on the Nam Kading River in Bolikhamxay Province, approximately 33 km upstream of its confluence with the Mekong, and 220 km from Vientiane, central Laos. The Nam Theun River is one of the major tributaries of the Mekong River in Lao PDR, with a catchment area of 13,856 km² at the dam site.

NT1PC signed and entered into the Power Purchase Agreement with the Electricity Generating Authority of Thailand (EGAT) and the Électricité du Laos (EDL) The total installed capacity, with 3 generating units under 2 PPAs, is 650 MW, of which 2×260 MW will be supplied to EGAT and 130 MW to EDL for the duration of 27 years commencing from the Commercial Operation Date (COD) 12 August 2022.

Presently, NT1PC is seeking applicants from the qualified Lao candidates for the following position.

Position: Secretary to Deputy Managing Director (DMD) - Operation & Maintenance (O & M)

(Base at NT1PC- Site Office, Pakkading District, Bolikhamxay Province)

Duties Description:

This position will assist, provide essential support the secretarial works for Deputy Managing Director- Operation and Maintenance. This role serves as the primary point of contact for internal and external constituencies on all matters relating to the O&M Department, ensuring smooth communication between the power plant sites Head Office and external as following responsibilities:

Responsibilities:

- Manage the DMD's professional calendar, schedule technical meetings;
- Assist for preparing agenda, presentation, report and in planning appointments, EC, BOD and AGM meetings, conferences and maintain related MOM(s);
- Attend meetings, take and keep minutes;
- Handle the draft and prioritize all outgoing or incoming correspondence (e-mails, letters, memos etc.);
- Make travel arrangements for DMD O&M and Company's Executive;
- Provide general administrative support, including taking phone calls, handling inquiries, and managing the office calendar;
- Handle confidential documents ensuring they are updated regularly and remain secure;
- Maintain electronic and paper records ensuring information is organized and easily accessible;
- Coordinate and support Site Management team to arrange the welcome activities for site and Company's VIP guests;
- Coordinate and communicate effectively with Ministry of Energy and Mines (DEB, DEM, etc.) and local authorities for the site visits, reporting and other works cooperation;
- Coordinate and communicate effectively with customers (EGAT, EDL if applicable) and IPP's Project (NT2, THPC, NB);
- Manage communication channels with Departments, external stakeholder and respond to correspondence appropriately on behalf of the DMD O&M;
- Others as assigned by DMD O&M.



Requirements:

- Bachelor's degree in business administration, Communications, or a related field is preferred;
- At least 4 year-experience as Secretary or similar role;
- Ability to draft the letters and correspondences in English and Lao (advantageous);
- English and Lao communication skills is required;
- Familiarity with MS Office such as MS Word, Excel, Power Point, Outlook, SAP, etc;
- Ability to work under pressure and work overload, and able to travel on business trips both Domestic and Oversea;
- Being accurate, good interpersonal skills, good team player and responsible person;
- Be able to work on Roster basis in Pakkading District Site Office;
- Be able to travel on Company's business for both domestic and overseas.

We offer the successful candidate a good remuneration. Therefore, we invite qualified candidate to submit your **Cover Letter & Resume** not later than 05:00 PM of **10 March 2026** by stating position apply for in Cover Letter with your present and expected salary directly to the Human Resources Section at:

Nam Theun 1 Power Co., Ltd. Office, Unit 15, Sithong Road, Pakthang Village, Sikhottabong District, P.O. Box 1808, Vientiane Lao. PDR.

- Tel: 856-21 550 775; Fax: 856-21 550 680

- E-mail to: nt1.hr@nt1pc.com; Website: www.nt1pc.com

Note: - *Only candidates in shortlist for interview will be informed within 5 days after end of advertised date*