

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: Operational Support

(Base at NT1PC- HQ Office, Vientiane Capital)

Duties Description:

This position provides technical and administrative support to the Managing Director (MD). This role is critical in ensuring efficient coordination, presentation preparation and operational data from the hydropower plant is translated into professional, effective communications. Act as a bridge between technical operations.

This role requires strong organizational skills, attention to detail, and the ability to handle sensitive information with discretion. The details of responsibilities will be as following:

Responsibilities:

Executive, Presentation & Reporting

- Assistant to Managing Director on transform complex operational data (generation report and presentation);
- Draft, edit and finalize operational presentation and reports and briefing notes;
- Standardize the visual identity of all Department reports to ensure a high corporate standard;
- Compile and consolidate operational performance reports for the MD's review;
- Collect data/reports on operational activities (plant performance, maintenance schedules, project progress, etc.);
- Maintain systematic records of MD's instructions and track completion;
- Prepare monthly/quarterly/annually operational follow-up reports for management meetings;
- Monitor progress on key operational action items and provide status updates to the MD.

Communication:

- Collect data/reports on operational activities (plant performance, maintenance schedules, project progress, etc.);
- Ensure timely follow-up with department heads and project teams regarding status updates, deliverables, and action points;
- Monitor and track progress of operational tasks and projects assigned by the MD;
- Assist in coordinating inter-departmental communication to ensure smooth operations



NAMTHEUN1

- Draft correspondence, summarize the technical documents, and brainstorm operational improvements;
- Coordinate between various Departments to gather data required;
- Serve as the primary point of contact between the MD's office and internal Departments and external (government agencies, contractors, partners) as directed by the MD.

Other Duties

- Support workshops and site visits;
- Assist in monitoring compliance with Company policies and regulatory requirements;
- Assist in drafting professional internal policies and standard operating procedures (SOPs) of MD's Office;
- Undertake other special assignments as directed by the MD.

Requirements:

- Bachelor or higher Diploma in electrical or mechanical or related field;
- At least 5 years of experience working in hydropower field;
- Good skill in preparation all type of presentation and reporting;
- Proficiency skill in MS Office (Word, Excel, Power Point, Outlook), CANVA and AI and SAP;
- Good Communication skill in English and Thai (Reading, Writing, Speaking and listening);
- Ability to handle sensitive and confidential information;
- Good interpersonal skill and good team player and responsible person;
- Attributes: Proactive, detail-oriented, discipline, and strong sense of responsibility;
- Understanding of the Company's business and operations;
- Ability to work under pressure; and
- Able to travel on business travel 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 **19 June 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