



Placement Opportunity

Sunlabob was established in the Lao PDR in 2000 and operates affordable and reliable energy solutions with renewable energy sources in locations on and off the grid. Sunlabob operates as a profitable, full-service renewable energy provider selling hardware and providing commercially viable energy services.

Our headquarters and base are in Vientiane, the capital of the Lao People's Democratic Republic. For more information, please visit www.sunlabob.com. Sunlabob is currently seeking qualified individuals positions as stated below to carry out a wide range of duties to support its current projects.

Public Relations/Communications Manager

Primary responsibilities:

- To spearhead the development and implementation of Sunlabob's communications/PR strategy
- To develop and execute Sunlabob's media strategy across all media platforms, including press, broadcast and publications
- To develop and manage Sunlabob's website, including keeping content up to date, and making improvements to functionality
- To implement and expand a new social media strategy to raise Sunlabob's profile and market Sunlabob's activities
- Write copy for external articles and press
- Develop publicity materials (printed and email format) for Sunlabob's activities
- Carry out other general communications and marketing tasks that may arise
- To manage team of junior communications officers and volunteers, monitoring and evaluating their activities and providing support with staff development
- To organise Sunlabob conferences/other events as necessary
- To respond to media enquiries when necessary

Requirements:

Essential

- Degree level qualification or equivalent, preferably in a communications related subject
- At least 5 years experience working in the field of communications and ability to demonstrate knowledge of a broad range of communications activities – media, websites, publications, marketing, social media, events, etc.
- Proven and demonstrable experience of working with a wide range of media, developing media strategies and relations, preparing press releases, etc
- Proven and demonstrable experience of editing and producing publications.
- Experience working with websites, including web development, producing content for the web, etc
- Proven experience working with social media platforms, such as Facebook, Twitter and YouTube
- Experience working with e-communications, including preparing and sending E-Newsletters
- Excellent English writing skills
- Strong organisational skills with excellent attention to detail
- Computer literate with good MS Office Skills
- Excellent interpersonal skills including the ability to influence across the organisation and externally

Other details:

- Location: Laos
- Start date: Mar 2012
- Duration: Minimum 12 months

How to Apply: Apply in writing (Cover letter + CV in English) by email to:

contact@sunlabob.com Or send to: Watnark village, Sisatanark district, Capital Vientiane.

Tel: 021 313874, Fax: 021 314045

Deadline for applying is 31st Jan 2012.