

Join our dynamic team!



COPE (Cooperative Orthotic and Prosthetic Enterprise) is a local not-for-profit organization that works in partnership with the Ministry of Health (Physical Medicine Rehabilitation Centre) to provide people with disabilities with high quality rehabilitation services through the Lao PDR.

COPE wishes to appoint a highly motivated individual (Lao national) to manage the Visitor Centre with its exhibition, shop and café.

VISITOR CENTRE OPERATIONS MANAGER

Responsibilities:

- Oversee the daily operations at the COPE Visitor Centre and ensure everything is working properly, nicely displayed and the shop and café are well stocked
- Manage a team of three Lao national staff and occasional short term volunteers
- Conduct regular tours at the COPE Visitor Centre in English about UXO issues and COPE services
- Liaise with national and international Tour Operators
- Liaise with national and international journalists
- Plan and manage COPE fundraising and advocacy events
- Plan and manage marketing activities to promote the Visitor Centre and COPE
- Manage the procurement of products and services
- Serve customers at the shop and café

Qualification and Experience:

- Bachelor degree or higher in a related field essential
- At least seven years working experience (full time) essential, whereof at least one year experience in managing a team
- Excellent English skills essential, written and verbal
- Very good computer skills essential, knowledge of Microsoft Word, Excel and Outlook
- Experience in the UXO sector is an advantage
- Experience in marketing, communications, public relations and/or event management is an advantage

We are looking for a highly confident, outgoing and open-minded personality to interact with all kinds of people coming to our Visitor Centre. A strong sense of responsibility and attention to detail is required for this very rewarding job opportunity.

COPE offers a dynamic work environment with continuing professional development for all staff.
Qualified people with disabilities are encouraged to apply.

To apply send resume with a cover letter responding to required qualifications and experience and why you would like to work for COPE in English to Ms Conny Fuchs at the address below by the 8th February 2012.

COPE, c/o Physical Medicine Rehabilitation Centre, Khou Vieng Road, Vientiane, Lao PDR

E-mail: copevisitorcentre@gmail.com Website: www.copelaos.org