

Assistant for Database Management

Centre for Development and Environment (CDE), University of Bern
CDE Office in the Lao PDR, Vientiane.

Background: Pha Khao Lao (PKL) is a web-based platform, Facebook Profile, and YouTube channel documenting agrobiodiversity in Laos with the aim to raise awareness about the need to use natural resources in a sustainable way. The PKL Platform aims to consolidate the wealth of written and oral knowledge in the country so it can be readily accessed and used by students, researchers, development professionals, decision-makers, local communities, and the private sector.

Positions: We are offering two positions as assistants to the database manager. The positions are limited to 6 months, from **July 2024 to December 2024**.

Duties and responsibilities: The two assistants will verify, complement, and edit descriptions of animal, plant, and fungi species. These descriptions include information about morphology, distribution and ecology, utilization by people, conservation status, and nutritional values. After editing, the descriptions will be controlled internally and reviewed externally before being added to the PKL online database. The assistants will work under the supervision of a database manager.

Required competencies: The two assistants will be expected to:

- Have completed their Bachelor or Master studies in a related field (e.g. biology or ecology).
- Possess good levels of English, both written and spoken (factsheets will be prepared in English).
- Have good computer literacy and be conversant with the Microsoft Office suite.
- Be able to work as a team, have patience and a high sense of responsibility.
- Be able to deliver work in time and with consistently high quality.
- Be willing to work **at least 70%** during the 6-month project period.

Working place: Applicants will work at the CDE office in Vientiane, under the supervision from the database manager. Work in home office will be possible in agreement with the database manager.

Remuneration and benefits: Applicants will get a salary aligned with local industry standards and commensurate with their experience, as well as a benefits package including 20 days of paid leave (per annum), in addition to sick leave and public holidays.

Application: Interested applicants should send their **Curriculum Vitae, study certificate, and a letter of motivation (*highlighting the motivation for this position and the relevant skills and experiences*) in English** to phakhaolao18@gmail.com before the 10 June 2024.

In case of questions please contact us at 020 91 737 053.