

Terms of Reference

Position: Project engineering intern (PEI)

Type of Employment: Full-time / Part time short-term internship

Reporting to: Director of Engineering / CEO

Issue date: 01-Jun-2026

Application deadline: within 2 weeks after the issue date, unless extended.

1. Background

Eco EnerSys Engineering Co., Ltd (Ecosysco) is a Cambodia-registered consulting and engineering firm providing professional services in the fields of energy, infrastructure, environment, and sustainable development. The company works with government institutions, development partners, and private-sector clients to deliver technical solutions that support Cambodia's low-carbon and resilient growth.

2. Objective of the Position

Project engineering intern supports the planning, design, implementation, and monitoring of Ecosysco's engineering and technical consulting projects. The position ensures that all assigned tasks are completed in compliance with project requirements, technical standards, safety regulations, and client expectations.

3. Key Responsibilities

The Project Engineer will perform, but not be limited to, the following duties:

1. Assist in conducting background research related to renewable energy, energy efficiency, and sustainable infrastructure engineering projects.
2. Support preparation of basic technical documents such as concept notes, engineering summaries, presentation slides, and proposal inputs under supervision.
3. Assist in collecting, organizing, and compiling technical data for project analysis, feasibility studies, and preliminary engineering assessments.
4. Support site information collection and review of engineering data, drawings, or technical specifications when required.
5. Assist in preparing meeting minutes, technical summaries, and follow-up action lists.
6. Support updating and maintaining project documentation, including technical files, reports, and project pipeline records.
7. Assist in simple data analysis using Excel and preparation of charts, tables, or basic technical calculations.
8. Support coordination with clients, contractors, suppliers, and consultants under supervision.
9. Help organize technical meetings, workshops, and internal discussions related to project development or engineering activities.
10. Provide general administrative and documentation support to the project engineering team when required.

4. Qualifications and Experience

- Bachelor's degree (or 3rd or final-year student) in electrical, mechanical, civil, environmental, or

energy engineering, or a related engineering field.

- Cambodian fresh graduates are welcome to apply. Prior internship, academic projects, or field exposure related to engineering, energy systems, or infrastructure is an advantage but not required.
- Basic understanding or interest in renewable energy systems, energy efficiency, infrastructure engineering, or sustainable development.
- Proficiency in MS Office applications, particularly Excel, Word, and PowerPoint. Familiarity with engineering tools such as AutoCAD or similar software is an advantage but not required.
- Ability to communicate clearly in Khmer and basic working proficiency in English.
- Willingness to learn technical concepts, take guidance from supervisors, and work in a team environment.
- Organized and responsible in completing assigned tasks and meeting deadlines.
- Willingness to travel for occasional site visits within Cambodia when required.
- Women are encouraged to apply.

5. Deliverables

- Technical drawings, specifications, and reports assigned.
- Progress and completion report on project activities.
- Site visit and inspection reports, including data records and photos.

6. Expected Learning Skills

During the internship, the selected candidate is expected to develop the following skills and exposure:

- Understanding how renewable energy and infrastructure engineering projects move from concept, design, and feasibility assessment to implementation.
- Practical exposure to basic engineering documentation, technical reports, and project presentations.
- Basic skills in technical and project analysis, including simple calculations, data interpretation, and preliminary engineering assessments.
- Exposure to site data collection, review of technical drawings or specifications, and engineering project documentation.
- Improved research and analytical skills related to energy systems, infrastructure, and sustainability topics.
- Professional communication skills when working with engineers, project teams, clients, and partners.
- Experience in meeting coordination, technical documentation, and project progress tracking.
- Better understanding of Cambodia's renewable energy development and sustainable infrastructure landscape.

7. Duration and Supervision

This is a full-time /part-time position under Ecosysco's internship framework. The intern reports directly to the Director of Engineering / CEO and works in close coordination with technical teams and project stakeholders.

8. How to Apply:

Qualified candidates are encouraged to apply, citing the info below. Candidates will be reviewed until suitable ones are found and selected.

Subject: **PEI Application: Candidate Name**

E-mail: contact@ecosysco.asia

Attachment: **Updated CV and motivation letter** demonstrating how you are best fit to the TOR.

Ecosysco Address: