



# MEKONG INSTITUTE

## **Mekong Institute Vacancy Announcement**

### **Project Assistant Mekong Sustainable Supply Chains Transformation and Advancement (Mekong Sustain)**

Department/Unit	Trade and Investment Facilitation Department (TIF)
Title	Project Assistant (SSA)
Report to	Director of TIF Department/ Team Leader
Timeframe	Two-year project-based appointment
Duty Station	Mekong Institute, Khon Kaen, Thailand

#### **Mekong Institute**

Mekong Institute (MI) is an intergovernmental organization that contributes to regional cooperation and integration through capacity development, dialogue, and advocacy for sustainable socioeconomic development and poverty alleviation in the Greater Mekong Subregion (GMS).

Founded and represented by the Mekong countries (Cambodia, P.R. China, Lao PDR, Myanmar, Thailand, and Vietnam), MI aligns its strategies with the core tenets of the GMS Cooperation Program Strategic Framework 2030, ASEAN Economic Community, and the 2030 Agenda for Sustainable Development.

MI supports these frameworks through the implementation of projects across the areas of Agricultural Development and Commercialization (ADC), Trade and Investment Facilitation (TIF), and Sustainable Energy and Environment (SEE) while addressing issues of social inclusion and vulnerability, digital economy and innovation, and labor mobility. This comprehensive approach cements holistic and sustainable developmental impacts in the subregion and beyond.

#### **Mekong Sustainable Supply Chains Transformation and Advancement (Mekong Sustain)**

Mekong Institute is anticipating a project on Mekong Sustainable Supply Chains Transformation and Advancement subject to final approval by the donor. The project aims to support SME suppliers/component manufactures to improve their ESG performance through an interplay of Leading companies, SME suppliers, /assemblers, Technology providers and Financing companies. Leading manufacturers guide SMEs in ESG adoption through technology and financing options,

while SME suppliers and assemblers identify improvement areas on ESG standards to comply requirements of lead companies through adoption of ESG solutions accessing affordable technologies and financing options. This is aimed to enable SMEs suppliers/component suppliers to enter the global supply chain while reducing carbon footprint. The SMEs will also be provided with financing access to technology and credit through different forms of credit, leasing, to cover the cost of technological solutions. ESG regional policy adaptation will be channelled through AMEICC Working Group on the West-East Corridor Development platform/Mekong-Japan Cooperation framework. The duration of the project is 2 years for implementation in five Mekong countries namely Thailand, Cambodia, Vietnam, Laos and Myanmar.

Under this project, a series of activities will be implemented by MI and its project partners during the project period of two years relating to:

- (i) Conduct preparatory research on global and regional trends on ESG as input to training curriculum development,
- (ii) Training to selected SMEs in CLMTV and facilitate matching with solution providers and financial institutions to monitor the progress of decarbonization plans for SMEs.
- (iii) Conduct one-on-one consultancy arrangement, monitoring and evaluation of decarbonization plan of the SMEs. The evaluation result will be reported to the West-East Corridor Development Working Group (WEC-WG) with policy recommendations toward Mekong countries to accelerate SME's action toward decarbonization through regulations and supports.

The project target group include 150 SMEs representing three sectors on i. automobiles, ii. textiles and iii. agriculture and food industry from Thailand, Cambodia, Vietnam, Laos and Myanmar.

### **Project Assistant of the Mekong Sustain Project**

MI's Trade and Investment Facilitation (TIF) Department is seeking a Project Assistant to support day to day project administrative services for the Mekong-Sustain project. The ideal candidate will have an experience and knowledge in providing project support and assistance in organizing capacity building, communication and preferably from any of the Mekong countries. The Project Assistant will work closely with the Project Team Leader and Project coordinator to coordinate effectively with the project stakeholders and report to the Director of the Trade and Investment Facilitation (TIF) Department.

### **Main deliverables, Responsibilities, and Tasks**

#### ***Key deliverables***

- Work closely with the Project Coordinator for all aspects of the project activities for organizing research, meetings/workshops, participants recruitment, hiring consultants.
- Assist in drafting letters, data collection, input data/information to the developed online e-platform for SMEs, etc.
- Support the project coordinator and project team in collating information, preparing project reports (including quarterly, progress, annual, midterm and completion reports), and other reports as required by TIF Director and Project team.
- In partnership with the project and program team, communications and knowledge management team at MI (CKM), develop content and manage program communication deliverables.

- Assist in preparing contents for newsletters, tools, announcements, blogs among others, and track project metrics.
- Coordinate with the project implementing agencies/partners, consultants on expenses clearance.
- Coordinate with Administration, Finance and General Services departments of MI on all aspects of the project activities.
- Prepare budgets for the project activities, assume overall responsibility for financial management, and provide budget planning as required.
- Facilitate the project activities implementation, including research/study, meetings/workshops, participants recruitment, hiring consultants etc. and assist the consultants and their contract and payments.
- Perform other relevant tasks required by TIF department and MI management.

## **Required Qualifications, Skills, and Experience**

### ***Essential***

- Bachelor's degree in environmental science, climate change, supply chain transformation and technology, communications, public relations or a related field with experience of working in development projects.
- Background/experience in ESG, BCG, GHG and environmental regulations and standards is preferred.
- Minimum 5 years of experience in capacity building activities management and coordination roles within international development organizations.
- He/she should have advanced working knowledge of MS Office (Word, PowerPoint, Excel and Publisher, Canva). Candidates with design and layout skills and adept in using Adobe Photoshop and PageMaker is an advantage.
- Experience collaborating with diverse groups of stakeholders across multiple projects.
- Experience in communications, marketing, and public relations, and another related field.
- Understanding of basic financial and accounting procedures.
- Proven skills and experience in facilitating capacity building activities such as research, training, workshops, meeting, forums etc.
- Excellent written and oral English communication skills are required. Knowledge of other Mekong countries' languages is an asset.
- Proven ability to work in a team and coordinate with others.
- Proficiency with basic web-based, online platform design, graphic design software and video editing is preferred.

***Desirable***

- Proficiency in any of the languages spoken in the Mekong region.

***Remuneration***

- The remuneration package comprised a total of USD 14,400 annum, encompassing both salary and benefits.
- Other entitlements and benefits such as health and accident insurances, relocation allowance etc. as per policies and procedures for project staff.
- This is a project-based appointment and is co terminus with the project and/or performance of staff.

If you possess the skills, expertise, and experience to thrive in this role and are passionate about promoting equitable and inclusive economic growth in the GMS, we invite you to submit your CV, passport size photo and cover letter to [recruitment@mekonginstitute.org](mailto:recruitment@mekonginstitute.org) with the subject line "Project Assistant for Mekong Sustain Project".

Only shortlisted candidates will be contacted for interview/written test.