



# MEKONG INSTITUTE

## **Mekong Institute Vacancy Announcement**

### **Program Officer**

Department/Unit	Trade and Investment Facilitation Department (TIF)
Title	Program Officer
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 Viet Nam), 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 labour mobility. This comprehensive approach cements holistic and sustainable developmental impacts in the subregion and beyond.

#### **Role of Department**

The role of the TIF Department is to produce and deliver capacity development programs and products including training, research, network building, fora, dialogue facilitation, action research, policy research, etc. that are up to date, reflecting regional and global change in trade and investment facilitation, and relevant for the GMS region. The department is responsible for the following deliverables:

- Capacity development activities that are donor funded project based and customized stand-alone activities, and the fee-based Professional Development Series.
- Publications including policy papers, training of trainer packages, research publications and MI Professional Series papers.

## **Areas of TIF's Focus on the Strategic Plan 2021-2025**

The TIF focuses on facilitating cross-border trade and investment through the strengthening of intra-regional infrastructure linkages that contributing to the reduction of trade barriers and tariffs as it is an important aspect for the development of regional trade and economic growth, as well as private sector development and the increasing competitiveness of GMS economies. Enhancing cooperation among GMS countries on cross-border measures is necessary to minimize the impacts of COVID-19 on trade and investment. The effective functioning of supply chains, upskilling and reskilling of labour, and SME internationalization are important elements to strengthen regional value chains and to promote regional pandemic recovery efforts. In this context, MI's TIF focuses on the following:

- 1) Improve trade facilitation to establish more efficient and cost-effective cross-border trade flows;
- 2) Promote cross-border digital services such as e-customs and cross-border e-commerce;
- 3) Create business information platforms to widen networking among business groups and companies in local, regional, and international markets;
- 4) Support the integration of SMEs into global and regional value chains;
- 5) Conduct research that will contribute to an enabling environment for trade and investment promotion, particularly through economic corridors and special economic zones;
- 6) Advance knowledge on the linkage between post-pandemic recovery, trade competitiveness, and cross-border trade of goods and services for the development of business strategies that will enhance firm-level competitiveness of countries and SMEs in a post-pandemic situation;
- 7) Respond to other opportunities and challenges to strengthen cross-border trade facilitation and investment promotion.

### **Program Officer of Trade and Investment Facilitation Department (TIF)**

Reporting to the Program Coordinator assigned to him/her, the Program Officer works in cooperation with the Program Coordinator and Project team leaders and is responsible for administrative coordination and facilitative support before, during and after capacity development activities of programs within the department. This position is classified as entry-level professional and therefore carries an expectation of ongoing learning to acquire knowledge and expertise.

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

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

- Assist in delivery of content in capacity development activities according to the department's focus area.
- Successful completion of all pre, during and post activity arrangements, logistics and documentation
- Assist in developing concept notes for regular and repeat activities
- Contribution to activity reports as required.
- Contributions to research projects as required.
- Inputs for case studies for content development.
- Data gathered for MI M&E system about capacity development activities.

- Demonstrable acquisition of knowledge in program content to further own professional development

### ***Main responsibilities and deliverables***

- Coordinate with the Program Manager/Coordinator on curriculum preparation and administration to arrange contracts for subject matter experts, supervision of contract entitlements, and initiation of payment requests and preparation of daily and weekly programs.
- Send Participants Invitation Letters and advance training program materials.
- Prepare resource materials for distribution to course participants.
- Assist the Program Manager/Coordinator with content development and delivery.
- Assist the TIF department Program with material preparation as and when required, including editing session lecture notes before distribution to participants.
- Arrange and distribute course or activity information and schedule prior to program commenced.
- Arrange travel for participants including air tickets and visas as required; Khon Kaen airport pickups and drop-offs; refunds of airport taxes and other travel costs.
- Coordinate the arrangement of training facilities – room, equipment, materials.
- Coordinate with and provide administrative support to module presenters.
- Assist the Program coordinator, Project leader and other resource people with in-class support as and when required.
- Document program proceedings (meeting and workshop reports, minutes, pictures, etc) and disseminate program documents after editing to participants and partner organisations.
- Ensure lecture notes, readings and course documents are filed accurately for MI records and E-learning System, and coordinate with IT and CKM sections.
- Prepare activity budgets with provision of realistic cost information, ensuring that MI financial procedures and systems are applied in budgetary calculations, and liaising with MI Admin and Finance colleagues to clarify or obtain necessary information.
- Help with TIF-MI workshops, conferences and other official functions as required.
- Any other reasonable task requested by MI management.

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

#### ***Essential***

- Master degree in a subject relevant to the department's program
- Knowledge of the technical issues relevant to the program in the GMS, region and ASEAN, and globally.
- Minimum of two years' experience in:
  - Project implementation, particularly of capacity development projects;
  - Design and implementation of capacity development activities, particularly as a facilitator; and/or
  - Carrying out research studies and surveys
- He/she should have advanced working knowledge of MS Office (Word, PowerPoint, Excel and Publisher).
- Candidates with design and layout skills and adept in using Adobe Photoshop and PageMaker are advantages.
- Experience collaborating with diverse groups of stakeholders across multiple projects.

- Experience in communications, marketing, and public relations, and another related field.
- Proven skills in facilitation of capacity development activities.
- Proven ability to communicate in English language in written and spoken form.
- Good negotiation and interpersonal skills

***Desirable***

- Experience in project implementation support in the GMS region, particularly in capacity development projects.
- Skills in any of the GMS languages.

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 and cover letter to [recruitment@mekonginstitute.org](mailto:recruitment@mekonginstitute.org) with the subject line "TIF Program Officer". The application deadline is **July 19, 2024**, at midnight Bangkok, Thailand time

Only candidates who successfully advance to the next stage will receive a response.