



# MEKONG INSTITUTE

## Mekong Institute Vacancy Announcement Director

Department/Unit	Agricultural Development and Commercialization Department
Title	Director of Agricultural Development and Commercialization Department
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 the acceleration of sustainable socioeconomic development and poverty alleviation in the Greater Mekong Subregion (GMS). Founded and represented by Cambodia, China, Lao PDR, Myanmar, Thailand, and Viet Nam, MI's strategies are aligned with the core tenets of the 2030 Agenda for Sustainable Development, the ASEAN Community Building, the GMS Cooperation Program Strategic Framework 2030, and other relevant international, regional and subregional cooperation mechanisms.

MI supports these frameworks through the implementation of projects across the areas of Agricultural Development and Commercialization, Trade and Investment Facilitation, and Sustainable Energy and Environment while addressing issues of social inclusion and vulnerability, digital economy and innovation, and labor mobility to cement holistic and sustainable development impacts in the subregion and beyond.

### The role of the department

The role of the ADC Department is to design and deliver capacity development programs and products (training, research, network building, fora, dialogue facilitation, action research, policy research, etc.) that are up to date, reflecting regional and global understanding of agri-food systems, and ADC related issues that are relevant for the GMS region.

The department is responsible for the following deliverables:

1. Capacity development activities that are donor-funded, project based and customized stand-alone activities, and the fee-based professional development series.
2. Publications, including policy papers, training of trainer packages, and research publications, as well as those that respond to new emerging challenges or contexts shaped by the recent Covid-19 pandemic.

3. Maintain partnership networks across regional and subregional cooperation mechanisms related to agrifood systems.

ADC department focuses on the sustainable fund to implement the activities through the GMS countries and looks at the new opportunity fund from the program development partners. In addition, ADC will cover and lead the cross-cutting themes that the activities are linked to the agriculture sector.

## **Director of Agricultural Development and Commercialization Department**

Reporting to the Executive Director, the Director of ADC is responsible for designing, planning, managing and following up projects and key activities under the ADC program. MI carries out capacity building for regional cooperation programs in four interrelated models: learning program, consultancy services & research, development projects, and policy dialogue. The Director of ADC is also responsible for new business development and resource mobilisation, including network building to create opportunities for MI, negotiation of potential projects, and proposal writing.

### **Main deliverables, responsibilities and tasks**

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

- Successful completion of all projects assigned to the Department.
- Good at the multi-year project plan and rollout of the planning yearly.
- Income and resource generation through proposal development to support ADC program and MI generally.
- Diversified capacity development products that respond innovatively to ongoing and emerging needs in the GMS.
- Achievement of quality to agreed standards for all Department outputs.
- Ongoing improvement in team capacity.

#### ***Main responsibilities and tasks***

##### **❖ Contribute to MI 5 Year's Strategic Plan**

- Provide the role model leadership behaviours for the organization. Represent and commit to the vision, mission, goal, and objective of the 5 year's strategic plan.
- Prepare and oversee organization-wide strategic and operational plans; monitor organizational performance.
- Work on key strategic initiatives and issues to optimize the operations of the organization as well as maximize impact and results.

##### **❖ Develop and prepare the fund-raising strategy**

- Enable the organisation to achieve the program fundraising targets based on MI 5 Year's Master Budget Plan.
- Increase revenue generation of the ADC program annual budget, from around 1 million with an annual increase from 5% up.
- Identify project opportunities and develop them in order to secure program funding, and write proposals.

- Build relationships with current and new development partners through various levels in creative and systematic ways for future cooperation continually.
- ❖ **Knowledgeable on Financial and Grant Management**
  - Develop and review the budget proposal according to the MI financial manual and guidelines.
  - Review and give feedback on the Grant Project's Agreement, Under the Memorandum of Understanding (MoU) and other contracts.
  - Work closely with the finance team and ADC team to review the monthly revenue and expenditure and approve the donors' financial reports.
  - Advise the finance team to adjust the transactions of the project if there is missing.
  - Manage the sub-grantees for non-profits, private, and government agencies.
- ❖ **Well management for human resource management**
  - Provide necessary capacity development support to all supervisees in order to ensure they are fully competent to fulfill their role and tasks.
  - Conduct the annual staff performance plan, staff mid-term, and annual performance review.
  - Coach advise and encourage staff to work as a team to reach the organization's goal.
  - Cooperate with HR team and Director of Finance and Operations to address the concerns and team's conflict professionally.
- ❖ **Effective communication and successful project implementation from the New Zealand Aids Program**
  - Ensure effective communication and implement the project successfully in accordance with the project's framework between MI and the New Zealand Aids Program.
  - Prepare and submit the semi and annual narrative project report to NZAP on time and quality.
  - Address and adjust feedback and recommendations from NZAP to make sure that the project's implementation is running smoothly and efficiently.
  - Update and approach the development donor if there is any advice or obstacle, frequently.
  - Make cooperation with MEL to conduct and evaluate the project's implementation annually.
- ❖ **Oversee and manage the ADC Operations**
  - Plan annual activities for the program team,
  - Identify project opportunities and develop them in order to secure program funding, writing proposals,
  - Manage the program team and contracted consultants to deliver the projects and activities assigned to the program,
  - Oversee processes that ensure quality control for all activities and outputs under the program in compliance with the MI M&E system,

- Design and deliver capacity development programs and activities in relevant program areas,
- Conduct research in relevant program areas,
- Organize policy consultations, dialogues, conferences, fora, etc.,
- Develop case studies and policy briefs and create capacity development packages,
- Serve as resource persons for capacity development activities and consultancy services,
- Provide technical assistance to research and capacity development program delivery,
- Manage communication and cooperation with other departments and project teams to ensure organisational cohesion and efficiency,
- As a member of the Management Team contribute to cross organisation management, strategy development, budget development, operational planning and organisation-wide M&E, etc.,
- Under the guidance of the Executive Director, network with MI's Coordinating Agencies in member countries,
- Represent MI in regional and international think tanks, task forces, and other initiatives,
- Deputise for the Executive Director on request and countersign the fund transfers,
- Provide necessary capacity development support to all supervisees in order to ensure they are fully competent to fulfil their role and tasks;
- Undertake any other reasonable tasks requested by the Executive Director.

### **Required qualifications, skills and experience**

#### ***Essential***

- PhD in Agriculture, Rural Development, or related field, or Master's degree (see experience requirements below),
- Knowledge of the technical issues relevant to the program in the GMS, region and ASEAN, and globally,
- High-level understanding of technical concepts related to program management such as logical frameworks, results-based management, evidence-based advocacy, research and survey methodology,
- Minimum of four years proven experience with PhD or eight years of experience with a Master's degree in:
  - Leading and managing teams
  - Program planning and management
  - Implementing capacity development activities
  - Leading and conducting a variety of research studies and evaluations
  - Developing project proposals and project reports
- Proven ability to manage teams, including effective staff management and team capacity development,
- Strong English verbal and written communication skills, including substantive proven analytical, presentation, and negotiation experience,
- Good negotiation and interpersonal skills,
- Proven ability to work in a team and coordinate with others,

- Proficient user of all Microsoft Office applications.

***Desirable***

- Skills in any of the languages of the GMS
- GMS Nationals

If you have the skills and experience to exceed in this position and are passionate about equitable and inclusive economic growth in GMS, please send your CV and cover letter to [recruitment@mekonginstitute.org](mailto:recruitment@mekonginstitute.org) by November 27, 2024, titled “Director of ADC.”

Please note that the closing date is midnight Bangkok, Thailand time and only applications successful in progressing to the next stage will be responded to.