



MEKONG INSTITUTE

Mekong Institute Vacancy Announcement Program Coordinator

Department/Unit	Agricultural Development and Commercialization Department
Title	Program Coordinator 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 ADC department

The role of the ADC Department is to produce 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 ADC issues, and relevant for the GMS region. The department is responsible for the following deliverables:

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

Position description

Under the supervision of the ADC Director, the Program Coordinator is expected to deliver the following:

1. Work with the Program Team to deliver, monitor, and coordinate capacity development activities
2. Lead the creative conceptualization and development of quality communication and promotional materials for ADC events
3. Support GMS-focused research on emerging issues related to priority areas under agricultural development and commercialization

Main deliverables, responsibilities and tasks

Key deliverables

- o Write case studies and impact stories related to existing ADC projects
- o Develop project proposals in ADC focus areas such as sustainable food systems, value chain development, climate-smart agriculture, food safety, market access, among others
- o Facilitate working relationships between donors and implementing partners
- o Delivery of content in capacity development activities, when needed
- o Timely submission of project and activity reports, including ADC's progress report for the biannual Governing Board meetings
- o Monitor and consolidate data of ADC activities for inclusion in MI's organization-wide M&E system
- o Contribute to research projects, as required
- o Demonstrate knowledge acquisition of overall ADC content

Main responsibilities and tasks

- o Coordinate the implementation of capacity development activities such as workshops, structured learning visits, seminars, among others
- o Serve as Team Leader or Lead Facilitator by working closely with thematic experts to (a) develop session plans and materials, (b) facilitate learning activities, and (c) synthesize and evaluate training sessions or modules
- o Design evaluation forms for activities, administer pre- and post-tests, as well as submit information in the online evaluation system in coordination with the M&E Officer
- o Devise budgets for project activities
- o Disburse activity budgets and report expenditures according to MI procedures
- o Develop project completion reports and evaluation reports
- o Conduct post-activity follow-up actions in accordance with MI standards and donor partners
- o Contribute information on ADC projects for the MI website and institutional publications such as Couse Design Statements, Mekong Connections, and other collaterals
- o Coordinate and support research processes undertaken in collaboration with local partners on emerging issues related to ADC for case studies/impact stories, and policy dialogues
- o Other related tasks requested by the immediate supervisor

Required qualifications, skills and experience

Essential

- o Master's degree in development communication, agriculture, rural development, or any other related field
- o Strong proficiency in technical report and proposal writing
- o Basic understanding of technical concepts related to project management
- o Minimum of three years' experience in (a) implementing projects; (b) designing and implementing capacity development activities, particularly as a coordinator/facilitator; and (c) conducting research studies and surveys
- o Proven skills and experience in facilitation of capacity development activities
- o Highly excellent English speaking and writing skills
- o Demonstrates excellent negotiation and interpersonal skills, with a proven ability to work with others in a multi-cultural setting
- o Proficient user of Microsoft Office applications
- o Knowledge of technical issues relevant to agricultural development and commercialization in the GMS, ASEAN and global context is an advantage
- o Willingness to travel to GMS countries, when required

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 by January 25, 2025, titled "Program Coordinator 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.