



MEKONG INSTITUTE

Mekong Institute Vacancy Announcement Program Operations Support Assistant

Department/Unit	Agricultural Development and Commercialization Department
Title	Program Operations Support Assistant 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 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 project operations assistant is responsible to support the assigned program departments for all kinds of training, workshop, meeting, events and other.

Main deliverables, responsibilities and tasks

Key deliverables

- o Support to the program departments to conduct the training, workshop and meeting effectively and smoothly.
- o Make sure the logistics and facility support for all online and offsite activities.
- o Smooth coordination of logistics and support arrangements for the training, workshop and other events based on good liaison with MI's Administration and Finance Units and other departments.
- o Assist the assigned program departments on consistently efficient administration support, finance, general service and procurement as required.

Main responsibilities and tasks

- o Provide and support to assigned program department
- o Disseminate internally key information about program activities
- o Photocopy and distribute capacity development materials and documents
- o Prepare office supplies and stationary for participants and resource persons
- o Arrange transport, accommodation and meals for all program and project activities, meetings and field trips
- o Arrange facilities for events – meeting room, equipment, materials, etc.
- o Coordinate with Procurement Unit for purchasing of banners, office supplies and other materials
- o Prepare TA and travel arrangements
- o Assist with preparation of budget estimates for program and project activities
- o Request cash advances for upcoming activities. Disburse, record and account for petty cash expenditure in accordance with MI procedures
- o Draft and type correspondence and reports and develop formats as necessary
- o Liaise with MI Finance and Administration Departments for all program and project matters.
- o Other tasks required by the assigned program departments and GS supervisor.

Required qualifications, skills and experience

Essential

- o Bachelor's degree in management, administration or program relevant subject
- o Knowledge of Khon Kaen including available facilities, suppliers and venues
- o Proven experience in one or more the following areas: general administration, logistical arrangements for workshops and seminars, preparation of budget estimates, and bookkeeping
- o Proven experience in activity support functions
- o Proven ability to communicate in Thai and English languages in written and spoken form
- o Good negotiation and interpersonal skills
- o Proven ability to work in a team and coordinate with others
- o Proficient user of all Microsoft Office applications, office equipment and communications equipment

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 Operations Support Assistant 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.