



MEKONG INSTITUTE

Mekong Institute Vacancy Announcement Facilities and Housekeeping Supervisor

Department/Unit	General Service Unit
Title	Facilities and Housekeeping Supervisor
Duty Station	Mekong Institute, Khon Kaen, Thailand

Mekong Institute

The 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 Unit

The role of the Administration Unit is to provide all necessary administration and logistics support required for the effective functioning of MI's Khon Kaen program, office, event facilities and participant accommodation. This includes reception, procurement and building maintenance as well as routine administration. Additionally, the Unit provides transport services to MI staff, consultants and guests as and when required.

Facilities and Housekeeping Supervisor

Reporting to the General Services Supervisor, the Facilities and Housekeeping Supervisor is responsible for the maintenance and cleanliness of MI buildings and offices, ensuring comfort for MI guests and clients. This role includes supporting the MI Receptionist to deliver quality service to MI's guests, clients, and staff, assisting with accommodation and conference facility arrangements, and participating in asset management.

Main deliverables, responsibilities and tasks

Key deliverables

- Efficient and consistent housekeeping across all MI Khon Kaen facilities, ensuring cleanliness and comfort through oversight of housekeeping staff.
- Timely arrangements for housekeeping services tailored to MI activities and guest requirements.
- Regular monitoring reports detailing housekeeping standards and service quality.
- Periodic physical checks and verification of assets, ensuring accurate records for asset management and maintenance needs.
- Support for general administrative functions as required.

Main responsibilities and tasks

- Daily monitoring of cleaning personnel to maintain high standards for rooms and facilities.
- Attend to the accommodation needs of guests and respond to MI staff requests for meeting room setup and refreshments.
- Report repair and maintenance needs for MI offices and dormitory facilities (including linens and bedding) to the General Services Supervisor.
- Submit a monthly status report on consumable and dormitory supplies (e.g., tissues, soap, water, refreshments) to the General Services Supervisor.
- Conduct stock counts of dormitory and bathroom supplies with the General Services Supervisor.
- Assist the Receptionist in welcoming and orienting guests as needed.
- Support the GS Supervisor in asset management.
- Any other reasonable tasks as assigned by the supervisor.

Required qualifications, skills and experience

Essential

- Minimum High School Certificate.
- Demonstrated knowledge of housekeeping procedures and standards.
- At least one year of experience in housekeeping or office cleaning.
- Ability to work well within a team and to prioritize multiple tasks.
- Service-oriented and customer service focused.
- Proficiency in written and spoken Thai and basic English.
- Basic computer skills.

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 December 29, 2024, titled “Facilities and Housekeeping Supervisor”

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.