



# MEKONG INSTITUTE

## **Mekong Institute Vacancy Announcement Project Coordinator**

Department/Unit	Trade and Investment Facilitation Department (TIF)
Title	Project Coordinator
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 Promoting Creative Industry for Heritage Tourism Development in the Mekong Region Project**

The Creative Industries project aims to preserve the cultural heritage of historic landmarks in the Mekong region while also boosting the local economy. Specifically, the project fosters innovative and economically-beneficial measures to ensure the conservation of these heritage sites. Creative industries are important contributor to the global GDP and is estimated account for 10% by 2030. Recognizing the significance contribution of the creative industries, United Nations (UN) declared 2021 as the International Year of Creative Economy for Sustainable Development. However, the Cultural and Creative Industries (CCI) sector has been seriously affected by the Covid-19 pandemic, particularly in the Mekong region. To revive the sector, MI is currently implementing a three-year project on "Promoting Creative Industry for Heritage Tourism Development in the Mekong Region" which consists of several components, including the development of a creative industries platform, the formulation and implementation of capacity building programs, and research studies among others.

## **Project Coordinator of Promoting Creative Industry for Heritage Tourism Development in the Mekong Region Project**

Mekong Institute is hiring a Project Coordinator to co-manage the Creative Industries project. The ideal candidate will have a background in cultural and creative industries as well as project management. Additional desired qualifications include knowledge of international development, regional cooperation, and capacity building, especially in the Mekong region. The Project Coordinator will work closely with the project task team to coordinate effectively with stakeholders. The Project Coordinator will report to the Director of the Trade and Investment Facilitation Department.

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

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

- o Work closely with the project team members in implementation of the project activities as outlined in the project documents and implement the work plan in cooperation with the Project team and TIF Department.
- o Prepare, design and deliver project capacity development activities such as Concept Notes for workshops and meetings, Curriculum Design Statements (CDS) for training and associated events with the project team members, in addition to other project coordination activities.
- o Design and coordinate program components and delivery methods to ensure high quality content and engaging speakers are included as resource persons for appropriate activities.
- o Provide strategic inputs in project implementation, e.g. inputs to ICT application development, study, policy level meetings, project advisory committee meetings, training programs, etc.
- o Be responsible for effective and timely implementation of the project activities including communication, delivery of quality outputs and achieve outcomes with maximum impact to project beneficiaries.
- o Be responsible to ensure that relevant project materials such as activity reports, factsheets, infographics, etc. are developed and disseminated to donors and target groups through relevant media and network channels.
- o Be responsible to develop and maintain contact information, materials and relationships with stakeholders to increase coverage of heritage conservation and creative industry issues in the media (print, broadcast and digital).
- o Prepare the project reports (quarterly, progress, annual, midterm, and completion reports), and other reports that may be required by TIF Director/MKCF Coordinator.
- o Facilitate all learning activities sessions including working with the resource persons/speakers/researchers in preparing session plans and training materials followed by synthesis/evaluation of learning activities.
- o Draft and edit articles, press releases, case studies and success stories and other advocacy/information materials.

- o Collaborate with the project partners by organizing project site visits, facilitate photo coverage and digital footage and utilizing both web-based platform of Mekong Korea Cooperation Fund and Mekong Heritage mobile application system.
- o Monitor and evaluate the use and effectiveness of the project.
- o Maintain and share a library of media coverage, clippings with the MKCF secretariat.
- o Developing data gathering M&E tools and updating data on project M&E frameworks, developing M&E reports.
- o Establish and maintain excellent working contacts at an operational level with relevant authorities and experts for each activity.
- o Develop Consultant Terms of References (ToR) and manage national and/or international consultants/subject matter experts.
- o Identify implementation arrangements and needed resources to implement the project work and ensure proper management of the project budget in compliance with MI policies and procedures of the donor.
- o Contribute to information releases on thematic area for MI website and contribute to donor and MI publications.
- o Contribute and provide support for research processes undertaken in collaboration with MI and donor secretariat/unit on emerging issues related to the thematic area for preparing case studies and dialogue.
- o Manage project resources efficiently and effectively.
- o Other reasonable tasks requested by MI Executive Director and/or TIF Director.

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

### ***Essential***

- o Master degree in management, tourism, communications, journalism, public relations or a related field with experience of working in development projects related to tourism industry.
- o At least 5 years of experience in Project management and coordination, good knowledge on project cycle, solid understanding on project M&E.
- o Experience in designing and implementing trainings and workshops, coordination with stakeholders and beneficiaries will be added advantage.
- o Excellent written and oral English communication skills are required. Knowledge of other Mekong countries languages is an asset.
- o 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 is an advantage.
- o Professional experience in communications, marketing, public relations, or a related field.
- o Experience developing communication materials such as news updates, blog content, digital content for websites, etc.
- o An understanding of basic financial/accounting procedures.
- o Proven ability to work in a team and coordinate with others.

***Desirable***

- o Proficiency in any of the languages spoken in the GMS region.
- o Preference will be given to candidates who are available to join the team as soon as possible.

***Remuneration***

- o The remuneration package comprised a total of USD 28,800, encompassing both salary and benefits.
- o Other entitlements and benefits such as health and accident insurances, relocation allowance etc. as per policies and procedures for project staff.

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 January 17, 2025, titled “Project Coordinator”

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.