



MEKONG INSTITUTE

Mekong Institute Vacancy Announcement Program Manager

Department/Unit	Trade and Investment Facilitation Department (TIF)
Title	Program Manager
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 Trade and investment Facilitation Department of Mekong Institute is implementing a number of activities including multi-year capacity development projects in the GMS countries. This includes Special Economic Zones (SEZs) Promotion for intra-regional Trade, eCommerce development, Supply chains and ESG, Land based connectivity, transport and logistics information systems, Creative industries in Mekong heritage cities, Regional Investment Forums among others. The capacity development activities under these projects involve training programs, workshops, research, seminars, structured learning visits and action research in the GMS countries.

The Mekong Korea Cooperation Fund (MKCF) unit functions as a unit under the TIF department. The unit is responsible for the management of the MKCF fund in accordance with the MoU with the Republic of Korea to announce for project proposals, review and shortlist and monitor

implementation of the regional projects and report to the Mekong RoK Senior official Meeting (SoM). The unit functions under the supervision of the TIF Director.

Program Manager

Mekong Institute is seeking a Program Manager to contribute to the design and implementation of projects related to trade and investment. The position also requires providing various technical inputs, review and update project documents such as strategies, background papers, reports or study, concept notes and training materials etc.

The Program Manager will work under the overall supervision of the Director, Trade, and Investment facilitation.

Main deliverables, responsibilities and tasks

❖ Program development:

- o Develop, update, and take a lead in the implementation of resource mobilization strategy and plans for Trade and Investment Facilitation department.
- o Identify and put the appropriate approaches and Trade and Investment program priorities to ensure the program budget reached the target set by Senior Management Team (SMT).
- o Explore and develop new initiatives and upcoming opportunities.
- o Investigate the trend of donor interests and highlight their inclusion and priority In the TIF-MI Business Model.
- o Design, implement, and oversee initiatives that promote and facilitate trade and investment activities.
- o Keep abreast of global and regional trade facilitation initiatives and submit informative notes to TIF program.

❖ Program Leadership:

- o Provide strategic leadership in the planning, implementation, and evaluation of programs promoting trade and investment facilitation.
- o Support planning, execution and reporting activities for project trainings, workshops, public-private dialogues, seminars, etc. and prepare/deliver presentations.
- o Develop and maintain a comprehensive program management framework aligned with the MI strategic Plan.

❖ Stakeholder Engagement:

- o Establish and maintain effective relationships with key stakeholders, including government agencies, international organizations, and private sector partners.
- o Collaborate with relevant departments to ensure alignment of programs with broader organizational goals.

❖ Budget Management:

- o Develop and manage TIF program budgets, ensuring efficient utilization of resources.
- o Monitor financial performance and provide regular reports to the Director of department.

❖ **Monitoring of M&E Framework and Workplan:**

- o Oversee the implementation of the Monitoring and Evaluation (M&E) framework.
- o Ensure that project activities are aligned with the established workplan.
- o Collaborate with the M&E team to track and analyze project outcomes and outputs.
- o Assist in the development, review and update of planning, monitoring and reporting documents such as workplans, budget, log frame, reporting sheets, progress reports, annual reports

❖ **Capacity Building:**

- o Provide leadership, coaching and guidance to the TIF program team.
- o Identify training and development needs for team members and implement capacity-building initiatives.

❖ **Reporting:**

- o Prepare comprehensive and timely reports for TIF Director, internal and external stakeholders.
- o Provide technical support for outreach and external communications activities, including presentations, press releases, web stories, success stories, etc.
- o Ensure compliance with reporting requirements of funding partners and regulatory bodies.
- o Other tasks requested by MI Executive Director or TIF Director.

❖ **Outcomes and Timelines.**

The Program Manager will deliver tasks 1 to 7 as mentioned above, submit monthly report on the progress under each of the above-mentioned tasks together with an end-of-assignment report to be delivered in the 2nd week of month six (6).

Required qualifications, skills and experience

Essential

- o At least ten (10) years of leading/implementing development projects preferably in trade and private sector development.
- o Master's degree in International Development, Public/Business Administration, Economics, International Relation, or related field
- o Proven experience, knowledge and skills in project development and management.
- o Understanding of technical concepts related to project management such as logical frameworks, theory of changes, results-based management, risk management, evidence-based advocacy, and research methodology.

- o Proven skills and experience in delivering capacity building activities-training, workshops, forums, etc.,
- o Proven ability to communicate in English language in written and spoken form.
- o Good interpersonal skills
- o Proven ability to work in a multi-cultural team and coordinate with others.
- o Proficient user of all Microsoft Office applications and other multimedia.

Desirable

- o Proficiency in any of the languages spoken in the GMS region.

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 17, 2025, titled “TIF Program Manager”

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.