



Vacancy Announcement

Communications Assistant

Position Title	Communications Assistant
Report to	Communications and Knowledge Management (CKM) Manager
Department – Unit	Greater Mekong Community Affairs (GMCA) Communications and Knowledge Management (CKM) Unit
Location	Khon Kaen, Thailand

This position description is the basis of the postholder's employment contract with Mekong Institute (MI). It sets out the employee's roles and responsibilities, and what he or she is expected to deliver to contribute to MI's work. Managers will use the position description to guide the employee in his or her work and as the basis for the annual performance evaluation process.

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 GMS Cooperation Program Strategic Framework 2030, ASEAN Economic Community, and the 2030 Agenda for Sustainable Development.

MI supports these frameworks through the implementation of projects across the areas of Agricultural Development and Commercialization (ADC), Trade and Investment Facilitation (TIF), and Sustainable Energy and Environment (SEE) 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.

Role of the Unit

MI's Communications and Knowledge Management (CKM) Unit is integral in supporting MI's strategic direction and operational efficiency. The unit is responsible for aligning the messaging, creative content, products, and campaigns with MI's mission and objectives.

In support of MI Strategic Plan 2021-2025, CKM works with senior management and program departments to (a) promote advocacies and policies rooted in MI's evidence based research

studies and knowledge management systems, (b) reinforce MI's visibility and institutional reputation as a leading and credible partner in development by highlighting project impacts, as well as international, regional, and national engagements in the GMS and beyond, and (c) support and maintain partnership expansion and networking by developing and disseminating communication materials and tools to foster resource mobilization, marketing of MI technical services and products, as well as outreach.

Overall, MI's phased communication strategies and plans aim to inform, persuade, motivate, as well as build common awareness and understanding of MI's contributions to staff, partners, beneficiaries, alumni, and other stakeholders.

Position Description

This is an entry level support position. Reporting to the Manager of CKM, the Communications Assistant is responsible for providing support related to implementation of communication and knowledge management strategies, event organization, management of social media presence and website, press and media relations, knowledge sharing, administrative support and organizational report as necessary. S/he is also responsible for maintaining MI photo gallery and alumni database and creating e-learning page per the request of the program department.

Main Deliverables, Responsibilities and Tasks

Key Deliverables

- Regular posts on social media and website
- Up-to-date alumni database and photo gallery
- Creation of e-learning page
- Stats from social media and website and CKM-led activities and events
- GMS Important Days
- Media coverage compilation
- Logistics, procurement and administrative arrangements for the Unit according to MI policies and procedures

Main Responsibilities and Tasks

Social Media & Digital Presence (30%)

- Regularly post content on social media and the website.
- Maintain and update alumni database and photo gallery.
- Monitor and report social media and website statistics.
- Develop content for GMS important days.

Content Creation & Media Engagement (20%)

- Assist in creating and producing communication materials.
- Compile and produce media coverage reports.
- Support the organization of internal knowledge sharing.
- Take and upload photos of guests and training activities.
- Support branding and visibility efforts.

Event & Logistics Support (20%)

- Provide logistical support for missions, events, and outreach activities.
- Handle administrative arrangements related to procurement and logistics for the unit.
- Assist in organizing internal knowledge sharing sessions.

Knowledge & Information Management (15%)

- Maintain MI's photo gallery and alumni database.
- Manage the information database and update reports.
- Support organizational reporting needs.
- Provide budgetary and financial documentation support.
- Create new e-learning page for MI's program activity

General Administrative Support (15%)

- Support the implementation of the unit's annual work plan.
- Facilitate internal coordination with other departments.
- Perform other administrative tasks assigned by the CKM Manager.

Required Qualifications, Skills and Experience

Essential

- University degree in Communication, Journalism, Public Relations, Humanities, or a related field
- A minimum of one year of relevant experience, including communications, public relations, knowledge management, event organization, or administrative support
- Knowledge of AI technology usage and any source of program support for media and communication will be advantage
- Proven ability to work in a team and to coordinate with others
- Proven ability to communicate in English language in written and spoken form
- Proficient user of all Microsoft Office applications
- Willingness to live and work in Khon Kaen
- Willingness to travel within the GMS if required

Desirable

- Experience with social media and website content and handling web-based management systems
- Skills in Canva, Adobe Suite, particularly Photoshop and Lightroom
- Photography skills
- Knowledge of any of the GMS country languages

Apply

If you have the skills and experience to exceed in this position and are passionate about equitable and inclusive economic growth in GMS, Submit your CV and the Cover Letter via the link <https://forms.gle/628iCRWEKPPmH976> by February 21, 2025, by select the position "Project Coordinator (Mekong Sustainable Supply Chains Transformation Project)"

Applications will be reviewed on a rolling basis and only shortlisted candidates will be contacted for an interview/written test.