



Term of Reference (TOR)

IT Project Management Specialist

Department/Unit	Trade and Investment Facilitation Department (TIF)
Title	IT Project Management Specialist
Report to	Director of TIF Department / Project Manager
Timeframe	November 2025 – August 2026 (10 months)
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 sustainable socioeconomic development and poverty alleviation in the Greater Mekong Subregion (GMS).

Founded and represented by the Mekong countries (Cambodia, P. R. China, Lao PDR, Myanmar, Thailand, and Vietnam), MI aligns its strategies 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. This comprehensive approach cements holistic and sustainable developmental impacts in the subregion and beyond.

Applicants Qualification for IT Project Management Specialist

As the IT Project Management Specialist, you will play a crucial role in the successful implementation and ongoing management of key projects aimed at advancing regional development and cooperation. These initiatives involve developing and maintaining sophisticated digital platforms and systems that support diverse objectives, from sustainable supply chains and heritage tourism to special economic zones and logistics.

Project	Description	Weight / Time Allocation (%)
Mekong Sustainable Supply Chains Transformation and Advancement (Mekong Sustain)	Development of a web-based IT system to assess, monitor, and evaluate the decarbonization plans of participating companies. The system aims to track each company's ESG performance, with a focus on environmental targets.	60%
Digital Platform Development for Creative Industry, SEZs, and Transport Information Systems in the Mekong Region	Integration and enhancement of three interconnected digital platforms: (1) heritage tourism platform with creative industry features (VR, AI chatbot, itineraries); (2) SEZs information and promotion portal; and (3) transport and logistics information	40%

	system with modules for data, navigation, and vehicle monitoring. The role will ensure coherence, integration, and system compatibility across these digital systems.	
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Main deliverables, Responsibilities, and Tasks

The IT Project Management Specialist will support the effective development, maintenance, and integration of project-related digital platforms and tools. This role complements the responsibilities of the project teams and external consultants, by ensuring that IT systems are responsive to operational, monitoring, and user support needs. Key responsibilities include:

Key Responsibility Area	Specific Tasks and Deliverables
System Development and Integration	<ul style="list-style-type: none"> • Manage and maintain project IT systems in collaboration with external consultants and MI's IT team. • Refine platform architecture, menus, and backend functions. • Integrate MEL tools and ensure data consistency across all project modules. • Oversee updates and feature enhancements to ensure seamless integration.
System Performance and Quality Assurance	<ul style="list-style-type: none"> • Conduct regular system performance and security assessments. • Maintain records of IT infrastructure, licenses, and system updates. • Ensure stable, reliable, and secure operation of all digital platforms.
Data Management and Security	<ul style="list-style-type: none"> • Safeguard data on protected servers, particularly for sensitive domains (decarbonization, SEZs, logistics, heritage tourism). • Implement data protection and access control measures.
User Support and Capacity Building	<ul style="list-style-type: none"> • Provide technical support and troubleshooting for project platforms (e.g., TMS, decarbonization portal). • Train staff, SMEs, and partners on platform use, reporting, and data entry. • Support users in monitoring GHG reduction, investment, or itinerary tracking.
Coordination and Communication	<ul style="list-style-type: none"> • Represent the IT function in project meetings. • Liaise with project teams and internal/external to ensure IT systems meet operational and reporting needs. • Recommend technical solutions for system improvement.

Required Qualifications, Skills, and Experience

Qualification Area	Key Requirements
Education	<ul style="list-style-type: none"> • Bachelor's or master's degree in information technology, Computer Science, Software Engineering, or a related discipline.
Professional Experience	<ul style="list-style-type: none"> • Minimum 3–5 years of experience in IT systems integration, administration, or equivalent technical roles • Familiarity with SDLC Agile and/or Waterfall project management methodologies. • Proven experience managing multi-platform systems and ensuring system integrity, performance, and data security.
Technical Skills	<ul style="list-style-type: none"> • Strong understanding of system architecture, server environments, and integration methodologies. • Proficiency in programming, data management, and system optimization for M&E requirements. • Ability to develop and maintain technical documentation and standards.
Collaboration and Communication	<ul style="list-style-type: none"> • Effective coordination with cross-functional teams and external developers. • Ability to train users and provide technical guidance for system adoption and reporting.

Applied Competencies	<ul style="list-style-type: none"> • Experience supporting SMEs and suppliers in using web-based tools for monitoring and reporting. • Commitment to quality assurance, security, and continuous improvement of IT platforms.
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Remuneration

- The remuneration package comprised a total of USD 2,800 per month, encompassing both salary and benefits.
- Tax exemption for Non-Thai
- Other entitlements and benefits such as health and accident insurances, relocation allowance etc. as per policies and procedures for project staff.
- This is a project-based appointment and is co-term with the project and/or performance of staff.

How to apply

We are reviewing applications on a rolling basis, so early submission is highly encouraged. To apply, please follow the steps below:

• **Submit your application via the online form:**

- <https://forms.office.com/r/MFwBQJEZWE>

• **Indicate the position title:** IT Project Management Specialist, Trade and Investment Facilitation" in the relevant section of the form.

• **Prepare the following documents in English:**

- **A cover letter** highlighting your relevant qualifications and experience.
- **A curriculum vitae (CV)**, affix a recent passport size photo with your updated contact information, qualification, experience, and two references. Any publication of independent work may be shared as a web link if available.

Only shortlisted candidates will be contacted for an interview/written test.