

Position Title	Project Operations Support Assistant
Position Level	M8
Department - Unit	Trade and Investment Facilitation Department (TIF)
Reports to	Department Director
Location	Khon Kaen

This position description is the basis of the position holder'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, P.R. 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.

Position Description

Reporting to the Department Director assigned to him/her, the Project Operations Assistant is tasked with providing support to the program department for various activities, including training, workshops, meetings, events, among others.

Main Deliverables, Responsibilities and Tasks

Key Deliverables

- Support to the program departments to conduct the trainings, workshops, and meetings effectively and smoothly
- Provide logistics and facility support for all online and onsite activities
- Smooth coordination of logistics and support arrangements for the training, workshop and other events based on good liaison with MI's Finance and Operations, Units and other departments
- Assistance to the program department, aiming for efficient administrative, finance, general service and procurement support as required.

Main Responsibilities and Tasks

- Provide support to the assigned program department
- Disseminate key information about program activities internally

- Photocopy and distribute capacity development materials and documents
- Prepare office supplies and stationery for participants and resource persons
- Arrange transport, accommodation, and meals for all program and project activities, meetings, and field trips
- Coordinate the arrangement of facilities for events, including meeting rooms, equipment, and materials
- Collaborate with the Procurement Unit to purchase banners, office supplies, and other necessary materials
- Assist in preparing TA and travel arrangements
- Aid in the preparation of budget estimates for program and project activities
- Request cash advances for upcoming activities, disburse, record, and account for petty cash expenditure following MI procedures
- Draft and type correspondence and reports, developing formats as necessary.
- Liaise with MI Finance and Operations Department regarding all program and project matters
- Perform other tasks as required by the Department Director

Required Qualifications, Skills and Experience

Essential

- Bachelor's degree in management, administration, social sciences, or related field
- Knowledge of Khon Kaen, including familiarity with available facilities, suppliers, and venues
- Proven experience in one or more of the following areas: general administration, logistical arrangements for workshops and seminars, preparation of budget estimates, and bookkeeping
- Demonstrated experience in activity support functions
- Proficiency in communicating effectively in both Thai and English languages, both written and spoken
- Strong negotiation and interpersonal skills
- Demonstrated ability to work collaboratively in a team and effectively coordinate with others
- Proficient user of all Microsoft Office applications, office equipment, and communication tools

Desirable

- Knowledge of the Greater Mekong Subregion's trade and investment landscape.
- Experience working with international organizations, government agencies, or NGOs.
- Familiarity with project management tools and software.
- Ability to speak any of the GMS national languages.

Apply

How to Apply If you possess the skills, expertise, and experience and passionate about promoting equitable and inclusive economic growth in the GMS, we invite you to submit your CV and cover letter to <https://forms.gle/eMbKk6SZodZRLp9H7> and with the position title "Project Operations Support Assistant" by March 30, 2025. Only shortlisted candidates will be contacted for an interview/written test. Any information please contact Ms. Phinyada Chanthao via email : phinyada@mekonginstitute.org or phone number +66-4320-2411 ext. 6201