



## Mekong Institute Vacancy Announcement Program Communication Officer

<b>Position Title</b>	Communication Officer
<b>Position Level</b>	NA
<b>Department/Team</b>	RPHL Network
<b>Reports to</b>	Regional Program Director
<b>Location</b>	RPHL Network Secretariat, Department of Medical Sciences, Nonthaburi, with travel in the region

This position description is the basis of the position holder's employment contract with MI for the period of the GC7 Integrated Laboratory Systems Strengthening Strategic Initiative Regional Initiative – Asia Pacific funded by “The Global Fund To Fight AIDS, Tuberculosis and Malaria”. It sets out the employee's roles and responsibilities, and what he or she is expected to deliver to contribute to RPHL Network. It will be used 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.

### **The Regional Public Health Laboratory Network (RPHLN)**

The network was established in 2019 to address the absence of a regional public health laboratory network in the South-East Asia region as the ASEAN Plus Three of Laboratory Network anchored in the ASEAN platform was abolished. The aim was to provide support in strengthening of national laboratory systems of GHSA Member Countries in the Asia and Pacific region for the timely detection of pathogens with potential infectious disease outbreaks and for improved routine diagnostics services. Current membership includes 14 member states, namely Brunei Darussalam, Cambodia, Indonesia, Lao PDR, Malaysia, Myanmar, Philippines, Singapore,

Thailand, Viet Nam, Nepal, Timor-Leste, Papua New Guinea (PNG) and Pakistan. RPHL Network Secretariat is located at the National Institute of Public Health, Department of Medical Sciences, Ministry of Public Health, Thailand.

It has served a valuable role in connecting laboratory professionals and partners together, sharing timely information and key technical issues, maximizing resources and synergy efforts, accelerating countries' efforts in achieving IHR 2005 implementation, and progressing toward the Global Health Security Agenda 2024 Target. The network will be providing technical assistance to ensure an effective implementation under this grant.

## Key Roles

The Grant Cycle 7 Integrated Laboratory Systems Strengthening Strategic Initiative (Lab SI) has allocated US\$ 3.25 million [2024-2026] to support integrated laboratory systems strengthening of 14 RPHL Network members in the Asia-Pacific.

## Position Description

Reporting to the Regional Program Manager, the Communication Officer is responsible for communication activities of RPHL Network, maintenance of RPHL Network Website, updating membership and lab expert roster, and implementation of knowledge sharing activities,

## Primary Working Relationships

**Internal Communication and Relationship:** Regional Program Director, RPHL network, staff, and MI Finance and Operations Department (Finance Manager, Director of Finance and Operations, and General Service Supervisor).

**External communication and relationship: DMSC, RPHL Network members & Concerned stakeholders** as required

## Main Deliverables, Responsibilities, and Tasks

### Key Deliverables

- Communication strategies of RPHL Network
- Maintain membership and roster of lab experts
- High-quality communication and publication documents that are accurate, interesting, and informative, and follow MI, RPHL, and Global Fund branding and graphic guidelines;
- Communication resources for all major RPHL events;
- Quality control of branding and creativity in communication outputs; and
- Strong networks with media and external partners to support maintaining MI's external and RPHL profile.

### Main Responsibilities and Tasks

- Administer and maintain the RPHL IT infrastructure, including servers, networks, and security systems;
- Implement Q&A Forum and other sharing platform of the Network
- Update and maintain RPHL Network website
- Organize video conferences of RPHL Network;
- Organize a webinar series of RPHL Network [Online Market Place];

- Write, proof-read and edit press releases, web releases, newsletters, speeches, corporate reports, and other documents for public relations;
- Provide input in the development of project/program proposals, documents, and other business development materials based on the inputs from different MI departments;
- Provide support in organizing, facilitating, and documenting activities, meetings, and events, utilizing both online and onsite platforms. Ensure seamless execution and capture valuable insights and outcomes.
- Contribute to the layout design of major publications, documents, and materials;
- Manage the creative conceptualization of promotional materials such as brochures, booklets, and exhibit materials;
- Assist in implementing RPHL Network's branding and marketing strategic plans;
- Establish and maintain media relations and contacts and regularly disseminate press releases to local and national media outlets to promote RPHL and Global Fund visibility; and
- Support for development of communication strategy of RPHL Network
- Any other reasonable task requested by management.

### **Required Qualifications, Skills, and Experience**

#### **Essential**

- Master's or Bachelor's degree or higher in information technology, communications, marketing, or another relevant field;
- Minimum of five years of practical experience in knowledge, IT and communication systems and management;
- Solid knowledge of database software and IT hardware including application and troubleshooting;
- Proficient user of all Microsoft Office applications, and proficient user of a range of IT and Audio-Visual hardware;
- Proven ability to effectively train and explain IT concepts to non-IT literate colleagues;
- Proven ability in the use of level English language skills in written form;
- Proven knowledge of graphic design techniques and software applications;
- Proven ability to work in a team and coordinate with others;

#### **Desirable**

- Ability to speak any of the RPHL Network members languages

### **Application**

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 letter cover via the link <https://forms.gle/628iCRWEKPPmH976> by **February 14, 2025**, by select the position “**Program Communication Officer (RPHL Project)**”

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.