



Mekong Institute Vacancy Announcement

Program Manager

Position title:	Program Manager
Department - Unit:	Trade and Investment Facilitation (TIF)
Reports to:	Director, Trade and Investment Facilitation Department
Location:	Khon Kaen, Thailand

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 Vietnam, 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, 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. For more details, please visit www.mekonginstitute.org

Trade and Investment Facilitation (TIF) Department

The Trade and investment Facilitation Department of Mekong Institute is implementing several activities including multi-year capacity development projects in the GMS countries. This includes Special Economic Zones (SEZs) Promotion for intra-regional Trade, eCommerce development, Land based connectivity, transport and logistics information systems, Creative industries in Mekong heritage cities, regional project Identification and management, 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.

Position Description

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 responsibilities and tasks

1. Program development:

- Design, implement, and oversee initiatives that promote and facilitate trade and investment activities.
- Keep abreast of global and regional trade facilitation initiatives and submit informative notes to TIF program.

2. Program Leadership:

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

3. Stakeholder Engagement:

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

4. Budget Management:

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

5. Monitoring of M&E Framework and Workplan:

- Oversee the implementation of the Monitoring and Evaluation (M&E) framework.
- Ensure that project activities are aligned with the established workplan.
- Collaborate with the M&E team to track and analyze project outcomes and outputs.
- 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

6. Capacity Building:

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

7. Reporting:

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

Other tasks requested by MI Executive Director or TIF Director.

Required qualifications, skills and experience.

- At least ten (10) years of leading/implementing development projects preferably in trade and private sector development.
- Master's degree in international development, Public/Business Administration, Economics, International Relation, or related field
- Proven skills and experience in designing and delivering capacity building activities-training, workshops, forums etc.,
- Experience of working in the Greater Mekong region (GMS) and/or ASEAN is preferred.
- Experience in implementing projects related trade facilitation, SME development, cross border trade etc. and good understanding of project management can be a plus.
- Experience in project management including M&E, preferably in trade facilitation or international development is desired.
- Experience working with government agencies, NGOs, or international organizations can be a plus.
- Strong leadership and team management abilities.
- Proven ability to communicate in English language in written and spoken form.
- Proven ability to work in a multi-cultural team and coordinate with others.
- Proficient user of all Microsoft Office applications and other multimedia.

Desirable

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

Remuneration

The total remuneration package is aligned with the manager-level range.

Other entitlements and benefits such as health and accident insurances, relocation allowance etc. as per policies and procedures of MI.

Duration of Service:

The Program Manager (SSA) will be assigned for a probationary period of three (3)

months. Any further extension would depend on satisfactory performance and availability of funds. The position is required to work on a full-time basis during MI office hours and will be based in Khon Kaen, Thailand with necessary travels in the Mekong countries on program related matters.

How to 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 letter cover via the link <https://forms.gle/628iCRWEKPPmH976> by February 20, 2025, by select the position “**Program Manager - TIF**”

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

