



Mekong Institute Vacancy Announcement Program Coordinator

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| Position Title | Program Coordinator |
| Department/Team | RPHL Network |
| Reports to | Regional Program Director |
| Location | RPHL Network Secretariat Office, Ministry of Public Health, Nonthaburi, Bangkok, Thailand with travel to members countries in Asia Pacific 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 RPHLN members in the Asia-Pacific.

The Program Coordinator's role in **supporting and managing** the GC7 to facilitate capacity building of Member of the RPHL Network through targeted programs, tailored to individual country needs, enhance region-specific guidance, documentation of best practices and embedding of knowledge sharing through enhancement of a knowledge sharing platform, and to strengthen the RPHLN Secretariat, to ensure the Secretariat and broader Network are sufficiently resourced and capacitated to sustainably advance regional cooperation and collaboration and positioned to respond to emerging health threats within the region before they become pandemics.

S/he must possess **strong interpersonal skills with solid understanding of global health security landscape, RPHL Network and program management principles.**

PRIMARY WORKING RELATIONSHIPS

Internal Communication and Relationship: DMSC, Executive Director, RPHL staff supported by the Global Fund, MI Finance and Operations Department (Director of Finance and Operations and IT Officer), and CKM unit (CKM Manager and CKM Coordinator).

External communication and relationship: Global Fund, Concerned Stakeholders as requirements.

Main Deliverables, Responsibilities, and Tasks

Report to Regional Program Director, the Program Director will work closely with RPHL Network team to oversee/facilitate an implementation of

Main Deliverables

- Developed an Action Plan and M&E activities
- Completed project implementation
- Draft Project Reports
- Draft TOR and Concept Notes
- Draft Write-up/story of impact

Responsibilities, and Tasks

The prospective staff will perform the following tasks:

- Develop an action plan for responsible areas/activities
- Monitor project implementation both activities and budget align with MI & Global Fund rules and regulations
- Monitor expense reports, grant reports, and other financial documentation to be submitted on time;
- Initiate proposal and budget development
- Draft project report, financial report as well as manage project documentation, including contracts, reports, presentations, and others.
- Draft report/summary/minutes
- Draft TOR consultancy and Draft concept notes for responsible activities
- Initiate/draft write-up to promote activities in the website or others
- Maintain day-to-day communication and coordination with RPHL Network members and key partners;
- Act as a liaison between partners, ensuring effective communication throughout the project lifecycle;
- Any other as assigned by supervisors

Required Qualifications, Skills, and Experience

- Thai Nationality with proven effective communication skills in English, both written and oral.
- Obtained Master degree in any of development fields such as health related, communication, sociology, sciences, food sciences, etc. with at least 5 years of working experiences **OR** bachelor degree in related fields with at least 7-10 years of working experiences.
- **Required working experiences on** project/program management, providing support to government agencies, intergovernmental agencies, academic universities, or NGOs. Working experience at an international organization or managing intergovernmental fund is preferred.
- Skills in Microsoft Office/Google, email, and Internet navigation are required.

- Ability to maintain good working environment and relationship, demonstrating interpersonal, and teamwork skills, cultural sensitivity with proven ability to liaise, communicate & consult with multi-disciplinary stakeholders/partners;
- Experience in public relations or stakeholder engagement is highly desirable.
- Strong analytical and problem-solving skills.
- Willingness to undertake domestic and regional travels.
- Available to start working immediately upon notification.

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 Coordinator (RPHL Network 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.