

TERMS OF REFERENCE

Position:	Program Coordinator (Knowledge and Communications)
Duration:	Long-term to November 2025 (with possibility of extension)
Location:	Bangkok, Thailand
Reports to:	Knowledge and Dialogue Lead
Closing date:	11:59pm (Bangkok time) on Saturday 31 August 2024

Program Background

Partnerships for Infrastructure (P4I) is the Australian Government's flagship infrastructure initiative for Southeast Asia. It partners with Cambodia, Indonesia, Laos, Malaysia, Philippines, Thailand, Timor-Leste, Vietnam and the Association of Southeast Asian Nations (ASEAN) to foster inclusive growth through sustainable economic infrastructure (i.e. transport, energy, telecommunications, and utilities).

Delivered through a single cohesive team, the initiative is led by the Australian Department of Foreign Affairs and Trade in collaboration with EY, Adam Smith International, The Asia Foundation and Ninti One. The Program's Head Office is in Bangkok (the Hub).

P4I focuses on infrastructure prioritisation and planning, policy and regulation, and procurement and project preparation (P4I does not finance the delivery of infrastructure). All services aim to address gender equality and social inclusion, and disaster risk reduction and climate change issues. P4I can respond to rapid requests, but ultimately aims to develop longer-term infrastructure engagement.

Further information about P4I is available at www.partnershipsforinfrastructure.org

The Role

The Program Coordinator (Knowledge) is a member of P4I's Performance and Knowledge team and will support the knowledge and communications activities, focusing on gathering content, and producing and sharing knowledge and insights with internal and external program stakeholders.

The position holder will:

- Support data collection and undertake desktop research as directed to assist in information and content gathering for knowledge and communications activities and events.
- Assist in producing, reviewing, and disseminating knowledge products, including case studies and briefs.
- Help coordinate knowledge-based activities such as workshops, trainings, and events, including scheduling meetings, liaising with activity stakeholders, and developing briefing notes, agendas, summaries, action points, and other communications materials.
- Contribute to communication and knowledge program planning and project management, activity tracking, information management and reporting.
- Support the improvement and maintenance of a P4I knowledge library, including scanning available knowledge products, testing online platforms and system requirements, and developing related policies and processes.
- Assist in the development and maintenance of master lists (e.g., events, knowledge products, etc.).
- Assist in administering and liaising with knowledge and communications partners who support our work across the region.
- As directed, undertake other administration and coordination tasks which support the P4I team to deliver in line with its objectives.



The anticipated salary is 70,000 – 90,000 THB/month or equivalent.

In undertaking all the above, the position will operate as part of P4I's One-Team, contributing to well-coordinated planning and delivery across all members of the Delivery Partner organisations.

Selection Criteria

- This position is open to Thai nationals only
- University degree in a relevant field (International Relations, International Development, International Policy, Economics, etc.). A master's degree is preferred
- Extensive experience in project management and administration
- Experience with Australian Aid funded projects / international development policies and procedures is desirable
- Strong writing and editing skills (English language)
- Strong working knowledge of MS Office programs, particularly Excel, Word and PowerPoint, and collaboration tools such as Teams
- Experience with using SharePoint would be highly beneficial
- Experience with using online web conferencing platforms and tools would be beneficial
- Excellent communication and interpersonal skills in English and Thai
- Working proficiency in additional Southeast Asian languages would be beneficial
- Team player with demonstrated aptitude for critical thinking, analysis, and effective problem-solving
- Ability to take initiative with limited oversight

How to Apply

Interested applicants are requested to submit a CV and a short covering note in an email, with format "[Candidate Name] – Program Coordinator (Knowledge)" to recruitment@partnershipsforinfrastructure.org.

Applications must be submitted by 11:59pm (Bangkok time) on Saturday 31 August 2024.

Due to the high volume of applications for P4I positions, only short-listed applicants will be contacted.

This position will be hired through Adam Smith International (ASI). ASI is committed to continually improving the diversity of our workforce through the attraction, retention, and development of a diverse range of talented people. ASI is committed to extending opportunities to women, people with disabilities, Indigenous and ethnic minority groups, and encourages nationals of P4I's partner countries to apply. We want people to be comfortable bringing their whole self to work and recognise that inclusion brings further opportunities for innovation and creativity.