

## **TERMS OF REFERENCE FOR PROGRAM SPECIALIST**

### **Trade Facilitation**

**Position Title:** Program Specialist (Trade Facilitation)

**Job Level:** P4

**Reporting to:** Trade and Investment Program Manager

**Supervise:** Assigned Program Facilitators and other assigned support staff

#### **Primary Responsibility:**

The Program Specialist is responsible for designing, planning, managing and follow up Programs/Projects under his/her designated thematic area (Trade facilitation) and deputizing T&I Program Manager. MI carryout capacity building for regional cooperation programs in three interrelated models: Learning Program, Research and Policy Dialogue.

#### **Qualification:**

- Master Degree in Economics, Business or Trade with minimum of 5 years working experience.
- Work experience preferably in capacity building and training and/or research in Trade development.
- Good understanding of issues related to WTO, Trade agreements, Trade Policies in the Greater Mekong Subregion (GMS) countries.
- Proven experience in trade capacity building and Trade research.
- Excellent communication and presentation skills in written and verbal English.

#### **Key Tasks:**

- Plan, lead and coordinate learning programs, workshops, structured learning visits and seminar under his/her assigned thematic area.
- Develop/Formulate new Trade facilitation program concept, proposals and budget
- Deputize Program Manager in all administrative matters and automatically become Officer-in-Charge of the T&I Department during the absence of the Manager
- Make continuous improvement of all training packages under Trade facilitation program; design and coordinate program delivery specifications to ensure that high quality training contents and methodologies are delivered together with qualified resource persons (session planning, resource persons, field visits sites, facilitators, on-line training packages, etc.)
- As team leader/lead facilitator, facilitate all training sessions under his/her thematic area. This includes working with resource persons in preparing session plan and training materials, facilitating learning activities and making synthesis/evaluation of each training session/module.

- In collaboration with MI local partners, conduct research on emerging issues related to his/her thematic area and develop case studies to be used in his/her training program.
- In coordination with M&E officer, design evaluation form, administer pre-test, post-test and on-line evaluation system.
- In coordination with Information and Knowledge Management Program, complete alumni database and consultant database.
- Make project completion report, evaluation report and post training follow up activities in accordance with MI standard and/or as required by development partners.
- Establish and maintain good relationship with MI Coordinating Agents in the GMS countries and concerned development partners and collaborating agencies.
- Write trade related information for MI website and contribute to MI publication (Mekong Connection, Course Design Statement, Brochures, etc)
- Other related tasks as assigned by T&I Program Manager or MI Director

**Salary range:** USD 2500 - 3000 per month plus international benefit package.

**How to apply:**

- Applications and updated CV should be submitted to [vitchaya@mekonginstitute.org](mailto:vitchaya@mekonginstitute.org) with cc to [natchaya@mekonginstitute.org](mailto:natchaya@mekonginstitute.org). The last date for receiving applications is 21-06-2013.