

Project Coordinator

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Duty Station: Quang Tri, Vietnam

Hiring type: Full time employee

Application due: 11am, Feb 13, 2016

Mekong Institute

MI is an intergovernmental organization owned and operated by the six Greater Mekong Sub-region (GMS) countries it serves, with a mission to provide capacity development services and products that enhance regional development, cooperation and integration. To respond to changes and evolving needs in the GMS, MI currently prioritizes the regional integration of Cambodia, Laos, Myanmar and Vietnam workforces for more equitable and inclusive economic growth. Further, MI is expanding its traditional portfolio to position itself as a GMS-based knowledge-center of excellence with increased institutional capacity for policy research and other services related to economic integration and development disparities.

Role of team

The role of the EWEC Project Team is to implement the Swiss Development Cooperation Regional and Local Economic Development Project (RLED) for more inclusive and equitable growth for the GMS. An additional role is to bring best practice learning from the project into MI learning activities in order to create a body of locally relevant knowledge to inform future project planning and implementation. The team is accountable for the following deliverables:

- The capacity building of SME, farmers and government officials to prepare for and benefit from regional integration (as per the results framework for the project).
- Documentation of best practice and lessons learned from the field about effective implementation in the form of manuals and guidelines.
- Outcome oriented M&E systems to be used for future MI projects.

Position descriptions

Reporting to the Project Team Leader, the Project Coordinator is responsible for administrative coordination and facilitative support before, during and after all capacity development activities at field level. S/he also provides translation support to local participants attending project related activities and events.

Main Responsibilities

- Coordinate, recruit participants, prepare, organize, and facilitate the implementation of learning programs, workshops, training, structured learning visits and seminars in the project area
- In collaboration with MI Departments to coordinate and recruit targeted participants , and other administration tasks for CD programs
- With technical assistance of subject matter experts, support the continuous improvement of capacity development program delivery specifications to ensure that high quality contents and methodologies are delivered by qualified resource persons (session planning, resource persons, field visit sites, facilitators, online study packages, etc)
- Support the Team Leader and Lead Facilitator by coordinating with subject matter experts to arrange facilitation of all capacity development sessions under thematic area. This includes working with resource persons in preparing session plan and training materials, facilitating learning activities and making synthesis and evaluation of each capacity development session/module
- Write completion report after capacity development activities and events
- Coach and facilitate networking between partners and beneficiaries
- Working in collaboration with the M&E Coordinator, manage all local data collection activities. Document the results for feedback to Team Leader and MI Departments
- Develop the budget for project activities
- Manage the expenditure and reporting of activity budgets
- Make contributions to project completion report, evaluation report and post activity follow up in accordance with MI standards and or as required by development partners.
- Maintain good working relationships with all local partners and beneficiaries
- In collaboration with MI local partners, support the conduct of research on emerging issues related to thematic area and develop case studies to be used in capacity development activities
- Contribute information to be used in MI communications and publications
- Monitoring targeted groups at the targeted areas and districts
- Any other reasonable task requested by management

Qualifications:

- Masters degree in rural development, economics, agriculture or related field
- Knowledge of project management systems and principles

- At least three years experience working in agro-business project implementation in the GMS region, particularly in agro-business capacity development
- Proven ability to communicate in English and the local language in written and spoken form
- Good negotiation and interpersonal skills
- Proven ability to work in a team and coordinate with others
- Proficient user of all Microsoft Office applications

Contact and Deadline

- Please submit a cover letter, a resume, and three references with current email addresses and telephone numbers to Mr. Nguyen Nhat An at annn@mekonginstitute.org and copy Ms. Yupaporn Siribut at yupaporn@mekonginsstitute.org by latest 11am Feb 13, 2016
- All applications will be carefully vetted including working history and background checks.