

## **Program Officer**

### **Vacancy – Program Officer (Vietnamese Speaking), Agricultural Development and Commercialization (ADC) Department, Mekong Institute, Khon Kaen, Thailand**

#### **Mekong Institute**

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 workforce 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.

#### **Program Officer (Vietnamese Speaking), Agricultural Development and Commercialization (ADC) Department**

We are seeking a **Program Officer (Vietnamese Speaking)** for Agricultural Development and Commercialization (ADC) Department under the general direction of the Director of ADC. The position is based at the Mekong Institute, located on Khon Kaen University campus, Northeast Thailand. Khon Kaen, a growing city, is the commerce and political center of Northeastern Thailand and an important gateway to other GMS countries.

#### **Position Description**

The Program Officer works in cooperation with the Program Coordinator and Program Specialist and is responsible for administrative coordination and facilitative support before, during and after capacity development activities of programs within the department. This position is classified as entry-level professional and therefore carries an expectation of ongoing learning to acquire knowledge and expertise.

#### **Main Responsibilities and Tasks**

##### ***Key deliverables***

- Inputs for case studies for content development
- Concept notes for regular and repeat activities

- Successful completion of all pre, during and post activity arrangements, logistics and documentation
- Assist with delivery of content in capacity development activities
- Contribution to activity reports as required
- Contributions to research projects as required
- Data gathered for MI M&E system about capacity development activities
- Demonstrable acquisition of knowledge in program content to further own professional development

### *Main responsibilities and deliverables*

- Coordinate with the Program Coordinator and Program Specialist on curriculum preparation and administration to arrange contracts for subject matter experts, supervision of contract entitlements, and initiation of payment requests and preparation of daily and weekly programs.
- Send participants invitation letters and advance training program materials.
- Prepare resource materials for distribution to course participants.
- Assist the Program Specialist with content development and delivery
- Assist the Program Coordinator and Program Specialist with material preparation as and when required, including editing session lecture notes before distribution to participants.
- Arrange and distribute course or activity information and schedule prior to program
- Guide the Program Assistant on arranging travel for participants including air tickets and visas as required; Khon Kaen airport pick-ups and drop-offs; refunds of airport taxes and other travel costs.
- Coordinate the arrangement of training facilities – room, equipment, materials.
- Coordinate with and provide administrative support to module presenters.
- Assist the Program Specialist and other resource people with in-class support as and when required.

- Document program proceedings (workshop reports, minutes, pictures, etc) and disseminate program documents after editing to participants and partner organisations.
- Ensure lecture notes, readings and course documents are filed accurately for MI records, and coordinate with IT section MI Intranet and CD-ROM.
- Assist Program Assistant with preparation of activity budgets with provision of realistic cost information, ensuring that MI financial procedures and systems are applied in budgetary calculations, and liaising with MI Admin and Finance colleagues to clarify or obtain necessary information.
- Provide assistance for MI workshops, conferences and other official functions as required.
- Any other reasonable task requested by management.

## **Required Qualifications, Skills and Experience**

### ***Essential***

- Master degree in Agriculture, Rural Development, Food Science/Food Safety or related field
- Knowledge of the technical issues relevant to the program in the GMS, region and ASEAN, and globally
- Minimum of three year experience in:
  - Project implementation, particularly of capacity development projects;
  - Design and implementation of capacity development activities, particularly as a facilitator; and/or
  - Carrying out research studies and surveys
- Proven skills in facilitation of capacity development activities in the program's technical areas
- Proven experience in project logistics support functions
- Proven ability to communicate in English 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, office equipment and communications equipment

***Desirable***

- Experience in project implementation support in the GMS region, particularly of capacity development projects
- Experience on food safety projects is an advantage
- Has worked with Vietnam government system
- Can speak Vietnamese language

If you have the skills and experience to exceed in this position, and are passionate about equitable and inclusive economic growth in GMS, please send your CV and cover letter to [hr@mekonginstitute.org](mailto:hr@mekonginstitute.org) and cc. to [maria@mekonginstitute.org](mailto:maria@mekonginstitute.org), titled 'ADC Program Officer'.

**Deadline of Application:** March 31, 2017.

Please note that only applications successful in progressing to the next stage will be responded to.