



## TERMS OF REFERENCE

- Functional Title:** Assistant to National Coordinator, funded by the MRCS
- Division:** Technical Support Division (TD)
- Duty Station:** Thai National Mekong Committee Secretariat
- Reporting to:** National Coordinator at TNMC Secretariat
- Duration:** 1 year with possible extension
- Working Principle:** The Assistant to National Coordinator will be working under the overall supervision of the National Coordinator, TNMCS.

### Duties and Responsibilities

The specific duties of Assistant to National Coordinator will be working under as follows:

- Facilitate and coordinate TD activities at the national level such as meetings, workshops, needs assessment, training package development and delivery, travel, MoUs, contracts, etc.
- In being a manager for specific TD activities, as assigned from case to case by the National Coordinator;
- In coordinating and implement the TD activities to ensure streamlined and transparent interfaces between components, other MRCS Divisions and with related national and regional institutions (intra-Division, inter-Division and external coordination);
- Provide semi – annual work reports to the National Coordinator;
- In management and reporting of funds provided from the MRC Secretariat for implementation of approved activities;
- Provide assistance to establish network with relevant agencies and organizations in his/her country;
- Contribute to the identification of capacity building needs and act as an assistant National Coordinator of TD in coordinating, support and supervise in national consultants and experts;
- Facilitate and ensure timely access to and acquisition of all national data and information needed for the TD activities;
- Coordinate and supervise the assistance of international and local consultants, recruited by the TD Team, in activities and tasks being carried out by the NMC TD Team (Gender focal points, national trainers, etc.) and the line agencies;
- Assist the national Coordinator in mobilize, coordinate and manage participation of line agencies experts and academic/training institutions in the TD activities;
- Liaise with line agencies, research institutes, projects and universities to coordinate activities, establish cooperation and facilitate data exchange;

- Communicate results of the TD activities to line agencies and stakeholders at National level;
- Establish and maintain hard copy and electronic files of TD activities ensuring proper filing system is in place;
- Open, organize and maintain the national TD general and project files with an appropriate system for easy searching and follow-up;
- Assist in updating list and details of relevant contact persons, organizations and stakeholders, including maintaining good contact with the MRCS and member countries officers on a range of issues;
- Other related duties assigned by National Coordinator.

**Qualifications:**

- Thai Nationality
- Bachelor or Higher degree in any disciplines or related fields
- Working experience in related fields is preferred / some background in environment / area studies / admin /coordinate will be an advantage
- Good command of reading, writing, speaking and understanding English, TOEIC score of 550 (or equivalent) and over is required
- Good computer literacy especially in MS Office: Word, Excel, Power Point and Email
- Proficiency knowledge in information technology
- Strong communication and interpersonal skills at all levels and a good team player
- Ability to think analytically and problem solving skills