

Terms of Reference

- Functional Title:** Assistant to National Coordinator, funded by the MRCS
- Division:** Environment Division (ED)
- Duty Station:** Thai National Mekong Committee Secretariat, Office of the National Water Resources
- 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 ED arrangements 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 ED activities, as assigned from case to case by the National Coordinator of TNMCS;
- In Coordinating and implement the ED activities to ensure streamlined and transparent interfaces between components, other MRCS Programmes and with related national and regional institutions (intra-programme, inter-programme and external coordination) in his/her country;
- Provide semi – annual work reports to the Programme Coordinator;
- In conducting national client needs analysis and prepare projects based on the analysis;
- In management and reporting of funds provided from the MRC Secretariat for implementation of approved activities;
- Identify progressive risks, key and emerging issues hampering the progress of ED coordination and implementation including foreseen and/or actual deviations from the work plans, milestones and indicators, assess consequences, select and implement appropriate response measures in his/her country;
- Provide assistance to carry out programme-level review, quality monitoring and assessment and, if necessary, propose revised programme strategy aiming at meeting the overall objectives of the programme in his/her country;
- 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 a assistance National Coordinator, ED in coordinating, support and supervise in national consultants and experts;
- Ensure that ED objectives, outputs and activities, work plan/schedule including milestones and indicators, management modalities, etc. are well understood by the NMC, the line agencies, working groups and concerned stakeholders;
- Contribute to ensure that ED working plan responsibilities, task assignments, schedules and outputs are well understood by the NMC, the line agencies;

- Facilitate and ensure timely access to and acquisition of all national data and information needed for the ED activities;
- Coordinate and supervise the assistance of international and local consultants, recruited by the ED Management Team, in activities and tasks being carried out by the NMC ED Team (Gender focal points, national trainers, etc.) and the line agencies;
- Mobilize, coordinate and manage participation of line agencies experts and academic/training institutions in the ED activities;
- Liaise with line agencies, research institutes, projects and universities to coordinate activities, establish cooperation and facilitate data exchange;
- Communicate results of the ED to line agencies and stakeholders at National level;
- Other related duties assigned by National Coordinator.

Qualifications:

- Male / Female Thai Nationality
- Bachelor or Higher degree in any disciplines or related fields of ED
- Working experience in related fields is preferred / some background in environment will be an advantage
- Good command of reading, writing, speaking and understanding English, TOEIC score of 500 (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