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云南省澜沧江—湄公河区域合作开发
前期研究协调领导小组办公室

2020年12月21日

(联系人及电话：李雯、王怡瑾，0871-63103156)

附件

湄公学院 2020 年院长招聘公告（英文）



Mekong Institute (MI) is seeking an expert, passionate and committed leader to take MI to its next level of development by delivering innovative strategies in #Agriculture development and commercialization, #Trade and investment facilitation, and #Innovation, and technological connectivity.

Application Requirements:

Interested applicants must submit the following:

- (a) expression of interest, which should include a one-page attachment detailing the applicant's viability for the position, as well as proposed strategies to promote MI services, fortify financial standing and reinforce resource mobilization;
- (b) curriculum vitae; and
- (c) three letters of references to recruitment@mekonginstitute.org no later than Saturday, February 29, 2020.

The documents must be addressed to:

Mekong Institute Selection Subcommittee
Mekong Institute
123 Mittraphap Road, Khon Kaen, Thailand 40002.

Only shortlisted candidates will be contacted for interview.

Recruitment will close on February 29, 2020.



POSITION PROFILE

EXECUTIVE DIRECTOR, MEKONG INSTITUTE

1. Location: Mekong Institute, Khon Kaen, Thailand

Established in 1996, Mekong Institute (MI) is an intergovernmental organization owned and operated by the six countries of the Greater Mekong Subregion (GMS).¹ MI promotes regional development, cooperation and integration through capacity development programs and projects in the areas of agriculture development and commercialization, trade and investment facilitation and innovation and technological connectivity.

2. Concept Statement:

The Executive Director is the chief executive of the organization. The Executive Director enacts MI's vision and role in accelerating sustainable social and economic development and poverty alleviation in the GMS.

The Executive Director provides strategic and organizational leadership to establish MI as the pre-eminent center of excellence in research and knowledge dissemination that serves the development needs of the GMS.

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3. Key Responsibilities:

- 1. Provide strategic leadership and vision for the organization, and ensure that the organization's activities are aligned with the GMS development agenda.
- 2. Represent the organization in all external relations, including with the GMS member countries, the international community, and the private sector.
- 3. Develop and implement the organization's strategic plan, and ensure that the organization's activities are aligned with the GMS development agenda.
- 4. Provide leadership and guidance to the organization's staff, and ensure that the organization's activities are aligned with the GMS development agenda.
- 5. Develop and implement the organization's financial plan, and ensure that the organization's activities are aligned with the GMS development agenda.
- 6. Develop and implement the organization's human resources plan, and ensure that the organization's activities are aligned with the GMS development agenda.
- 7. Develop and implement the organization's information and communication plan, and ensure that the organization's activities are aligned with the GMS development agenda.
- 8. Develop and implement the organization's research and knowledge dissemination plan, and ensure that the organization's activities are aligned with the GMS development agenda.
- 9. Develop and implement the organization's innovation and technological connectivity plan, and ensure that the organization's activities are aligned with the GMS development agenda.
- 10. Develop and implement the organization's capacity development plan, and ensure that the organization's activities are aligned with the GMS development agenda.

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- h. To seek financial and technical support from development partners for the implementation of new initiatives in accordance with MI's Strategic Plan.

4. Responsible to:

- a. Mekong Institute Council
- b. Mekong Institute Steering Committee

5. Responsible for:

- a. The management of MI staff, assets and resources
- b. The fulfillment of requirements and partnership agreements between MI and donor organizations or agencies
- c. The accomplishment of MI's financial, academic, legal and other contractual obligations and responsibilities
- d. The protection and promotion of MI's Statutes and Council Policies.
- e. The engagement with other third-party representatives in promoting MI services

6. Qualifications:

- a. Strong and documented management skills and experience to guide a large and diverse organization, including demonstrated ability to attract, retain and deploy the best possible staff. S/he must be

9. Principal Tasks and Accountabilities:

- a. Provide leadership in the review, preparation, presentation and implementation of MI's five-year strategic plan, annual work program, operational plan, budget framework, strategic direction and monitoring and evaluation of operational programs
- b. Mobilize resources and funds required to support MI's programs and projects
- c. Provide leadership in the formulation and staff compliance of administrative and operational policies, procedures and practices
- d. Develop institutional capacity and quality assurance for the alignment of MI's thematic areas with the MI strategic plan
- e. Lead MI's efforts in building relationships with other regional international organizations, think tanks, research institutes and bilateral agencies in the region and beyond
- f. Review MI's organizational structure and operational manual when needed and recommend changes and realignments to the MI Council where necessary to ensure efficient operations through optimum allocation of available staffing resources
- g. Develop and recommend institutional and programmatic policies and objectives for consideration by the Council
- h. Ensure that all approved plans and programs are fully implemented by directing and coordinating all MI activities
- i. Enhance MI's status and visibility through attendance and presentations at international, regional and national conferences, workshops, policy dialogue meetings and other similar fora
- j. Monitor current and

10. **Annexes**

10.1. **Annex 1: MI Strategic Plan 2018-2022**

This document contains the MI Strategic Plan 2018-2022, which is a key document for the organization. It outlines the organization's vision, mission, and strategic objectives for the five-year period. The plan is based on the findings of the MI Strategic Review 2017-2018 and is designed to guide the organization's operations and resource allocation.

10.2. **Annex 2: MI Operational Plan 2018-2022**

This document contains the MI Operational Plan 2018-2022, which is a key document for the organization. It outlines the organization's operational objectives and the actions required to achieve them. The plan is based on the findings of the MI Strategic Review 2017-2018 and is designed to guide the organization's day-to-day operations.

11. Application Requirements:

Interested applicants must submit the following: (a) expression of interest, which should include a one-page attachment detailing the applicant's viability for the position, as well as proposed strategies to promote MI services, fortify financial standing and reinforce resource mobilization; (b) curriculum vitae; (c) three letters of references to recruitment@mekonginstitute.org no later than Saturday, February 29, 2020.

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