

Position Description

Program Coordinator TNC



Position Title	Program Coordinator Transnational Crime (TNC)
Work Area	Mekong-Australia Partnership Support Unit
Supervisor	Team Leader Transnational Crime
Location	Bangkok, Thailand

Tetra Tech International Development

Tetra Tech has a 40-year history in successfully delivering international development projects on behalf of donors right around the world. Our people work side by side with local partners to support stability, economic growth and good governance, positively changing people's lives.

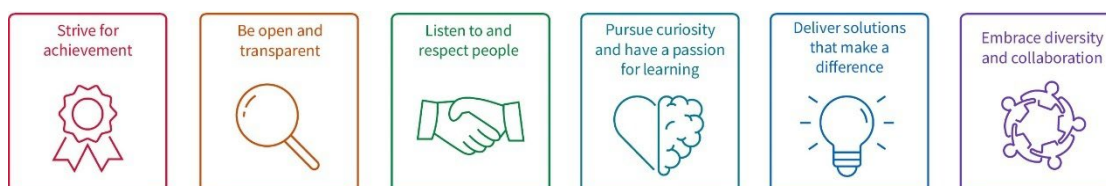
Tetra Tech International Development is part of global consulting firm Tetra Tech. The International Development team implements and manages projects designed to strengthen social and economic infrastructure and improve the lives of people in the Asia Pacific region.

Every Tetra Tech relationship is built on trust. Trust that is hard-earned through our proven expertise, our depth of global experience and our commitment to stay one step ahead. We create value throughout the project lifecycle and deliver vital international and local development projects for our clients. Our united group of specialists take enormous pride in collaborating with our project partners. By digging deeper. Thinking smarter. And seeing further. All so we can deliver the smartest solutions, every time.

We welcome applicants of all genders, disabilities, ages, ethnicities, and language group.

Our Values

We are a values-based organisation, and our values reflect who we are and what we stand for, and strengthen our engagement with colleagues, partners and clients through our shared values and behaviours.



Overview of MAP SU

The Mekong-Australia Partnership Phase 2 Support Unit (SU) provides efficient and effective support and enabling services, and delivery of selected MAP activities as directed by the Mekong Hub to ensure that Australia is a trusted and visible partner in supporting a resilient, inclusive and sustainable Mekong subregion. The Support Unit delivers both the Leadership and Skills program and enabling services for the Transnational Crime program (MAP-TNC).

MAP-TNC aims to build deeper and stronger cooperation between Australia and Mekong countries to address transnational crime, specifically illicit drug trafficking, child sexual exploitation and financial crimes. The MAP-TNC end of program outcomes is that Mekong subregion partners better prevent and counter targeted transnational crimes. Activities are implemented through five Australian Government Agencies (AGAs) and MAP SU provides enabling services to guide activity design, planning and reporting; liaising with regional

DFAT partners; understanding and tracking TNC trends and Mekong government responses; and where appropriate, encouraging opportunities to facilitate regional responses to TNC threats.

Purpose and Objectives

The Program Coordinator will work as part of the MAP SU TNC team to support implementation of MAP-TNC activities in Thailand, including through procurement, logistics, stakeholder engagement, and reporting. The Program Coordinator is responsible for delivery and coordination of enabling services to support the TNC team in the MAP SU, and AGA technical experts, to deliver a multi-year program of TNC activities led by DFAT and AGAs within Thailand.

The Program Coordinator will be the key point of contact for all MAP-TNC activities based in Thailand, facilitating logistics, local procurements and practical arrangements, and supporting activities to ensure high quality delivery of services. The role is also responsible for key whole-of-program coordination processes with external stakeholders.

This role will also be required to support activities in the country/ region associated with delivery of other Support Unit responsibilities, including coordination for emerging and ad/hoc Tasking Notes, working closely with the Support Unit team.

Key Responsibilities

Enabling Services to the Transnational Crime team

- Reporting to the Team Leader TNC, manage and support delivery of services in country to deliver commitments of the Annual Work Plan and Budget, with a focus on value for money, quality, reliability and responsiveness.
- Support coordination across the TNC team and with stakeholders through preparation meeting materials, minutes, powerpoint presentations, and communications products etc.
- Lead on regular coordination processes across the TNC program, including the Contact List, events calendar, and other key coordination and information sharing processes.
- Provide strong logistical and procurement support to DFAT posts and Australian Government Agencies (AGAs) to deliver high-quality training events and workshops as required.
- Establish working relationships with stakeholders in their respective countries, including within partner country governments; key TNC stakeholders; and related established programs in their country.
- Prepare End of Activity Reports following AGA activities in Thailand and sometimes regionally to communicate good practice, outcomes and lessons learned.
- Support the TNC MEL Coordinator and Support Unit MEL Adviser to analyse and synthesise research and evaluation products.
- Contribute to in-country TNC related weekly media monitoring and support social media requirements in coordination with Support Unit communications team.

Program assistance to the Support Unit and coordination of Tasking Notes

- As a key member of the Support Unit team, actively promote a collaborative and positive culture and constructive ways of working across the team, through timely communication and information sharing, and active participation in all team activities and meetings.
 - Coordinate and manage travel arrangements for team members, including flights, accommodation, transportation, visa support documentation, travel itineraries, and liaison with travel providers to ensure cost-effective and efficient travel.
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Key Responsibilities

- Coordinate the administrative and logistical requirements for meetings, workshops, training sessions, and events as needed, including venue and hotel bookings, supplier negotiations, participant coordination, procurement, catering, and on-site event support.
- Coordinate personnel, local expertise, resources and suppliers for ad/hoc and existing Tasking Notes, including through the Technical Assistance Panel with the support of the Support Unit team and TNC Team Leader.
- Assist the Support Unit's finance and procurement functions on local level procurements, ensuring value for money and quality access to local goods and services.
- Participate as required in regional program activities, meetings, training, and workshops.
- Support the integration of gender equality, disability and social inclusion across all activities with support of the TNC GEDSI Coordinator and SU GEDSI Adviser.
- Support communications and MEL teams across the program with occasional translation between English and Thai and quality checking Thai translation.

Selection Criteria

Qualifications

- Graduate qualification in a relevant field, such as international relations, business administration, law and justice, social sciences, international development etc.
- Thai National and has the legal right to work in Thailand

Experience

- Experience working as part of a regional international development program with responsibility for country level activities.
- Strong experience in procurement, event organisation, logistics coordination, and program management.
- Experience in writing reports and analysing data to produce recommendations and results.
- Experience with or ability to gain sound understanding of data collection and analysis that contribute to program level learning and adaptation.
- Experience working for an international donor in a program context, for example the Australian Government.

Knowledge and Skills

- Knowledge or understanding of local and regional social, economic, and political context governing transnational crime issues and analysis in Mekong countries.
- Effective interpersonal skills that influence and build trust.
- Ability to work independently.
- Committed to continuous review and enhancement of their practice and knowledge.
- Excellent written and oral communication skills in English and local languages.
- Computer literate in word processing, spreadsheet, presentation, and knowledge management software (Microsoft).

Code of Conduct

In accordance with Tetra Tech's Code of Conduct and Client Service Standards, all staff are expected to display professional behaviour, communicate respectfully, and perform their duties responsibly.

Child Protection

Tetra Tech is committed to protecting the rights of children. We reserve the right to conduct police checks and other screening procedures to ensure a child-safe environment.

Gender Equality, Disability and Social Inclusion

Tetra Tech International Development does not discriminate on the basis of ethnicity, race, colour, religion, disability, sex, sexual orientation, gender identity or expression, national origin, veteran status, marital status, or any other identity. We strongly encourage applications from minoritized groups and promise to ensure our application process is accessible and inclusive.

Preventing Sexual Exploitation, Abuse and Harassment

Tetra Tech International Development is committed to respectful workplaces and does not tolerate sexual exploitation, abuse or harassment of any kind.

A position description is not intended to limit the scope of a position but to highlight the key aspects of the position. The requirements of the position may be altered in order to meet the changing operational needs of Tetra Tech International Development.