



Terms of Reference for Young Professionals (YPs)

Mekong Economics (MKE) is looking for people with ambition and ideas. We want people willing and able to accept responsibilities and to lead projects to successful outcomes. To be one of our Team, you will have completed an economics/development studies degree and are looking for a challenge to suit your abilities.

MKE is an output-focused organization, which means that we work to help each other but also have clear output responsibilities. The work is hard, challenging, but rewarding.

1. KEY TASKS FOR MKE YPs

- Assist in organizing the teams, coordinating activities to meet deadlines, and draft documentation for project proposals and bids.
- Supporting project implementation, communicating with partners (national and international) and relevant project executing agencies.
- Participation in some projects as MKE consultant.
- Conducting independently, or as one of a team, economic/development research on various topics of development.
- Assist in design and implementation of short training courses in economics and applied policy topics.
- Performing other related duties as required (e.g. editing).

2. FORMAL QUALIFICATIONS REQUIREMENTS

- A recognized university postgraduate level, in Economics/Development Economics or in other development-relevant social sciences.
- Excellent command of oral and written English along with good communication and presentation skills.
- Computer proficiency, Word, Excel, statistical packages. Willingness to learn new software.
- Relevant experience in development projects and research on economic development issues would be desirable.
- A working knowledge in the operations of multinational, bilateral development organizations and executing agencies would be desirable.

3. PERSONAL REQUIREMENTS AND COMMITMENTS

- Core values: integrity, professionalism and respect for diversity.
- Ability to work as independent consultant in development projects.
- Ability in planning and organizing, accountability, creativity, client orientation, commitment to continuous learning and technological awareness.
- Strong interpersonal and organizational skills and ability to work cooperatively and effectively as part of a team.
- Willingness to take responsibility for outcomes, and to work hard to achieve success.