

RCM-TEAM Announcement
No.1/2022
“Recruiting an Administrative Staff for RCM Secretariat”

In alignment with the Global Fund to Fight AIDS, Tuberculosis and Malaria, the Regional Coordinating Mechanism (RCM) for the 5 countries (Cambodia, Lao PDR, Myanmar, Thailand and Vietnam) in the Greater Mekong Sub-region has been established to coordinate the development and submission of funding requests; nominate the Principal Recipient(s) and monitor their performance; oversee implementation of the approved programs, including the closure process; endorse any program’s revision request; and ensure linkages and consistency between the Global Fund financed programs, and other national health and development programs.

The RCM Secretariat has been set up to facilitate RCM organization and management, including making arrangements of the RCM meetings, establishing and updating RCM foundation documents and terms of reference and facilitating recruitment of RCM members; facilitate funding request development and submission; facilitate oversight of grant implementation; document all process and issues of RCM and communicate to RCM members, national CCMs, PR and other relating organizations; The RCM Secretariat is the primary point of communication for the RCM. The RCM executive secretary is responsible for running the RCM Secretariat and shall receive and allocate communications received for consideration and action under the direction of the Chair and Vice-chair of the RCM.

This announcement is for recruiting an administrative staff, who will be responsible for administration, accounting, communication, keeping records and documents and all correspondence work.

The applicants will be considered according to the following requirements. Qualifications, experiences and skills of the applicant

- Master degree is required.
- At least 2 years of experience in working internationally.
- Proficiency in the use of Microsoft Office, particularly Microsoft Excel and Word.
- Strong writing, presentation, facilitation and communication skills in English.
- Strong inter-personal skills and proven ability to communicate and interact with high-level officials from the government, NGOs, UN agencies and the private sector.
- Ability to handle multiple tasks simultaneously, set priorities and work independently as well as part of a team.
- Familiarity with the Global Fund CCM Policy is desirable.

The Regional Coordinating Mechanism (RCM)
for the multi-country grant on tuberculosis: Interventions among migrants and mobile population in the
Greater Mekong Sub-region

Duration of the work will be from June 2022-December 2024, with the salary of 40,000 THB/month.

The applicant has to submit the following documents in English.

1. A letter applying for the work;
2. A copy of educational certification;
3. A copy of ID card;
4. A personal resume; and
5. Any other related documents (if any).

The submission of all documents has to be submitted to spetchsri@gmail.com by 14 May 2022, 17.00 hr. (BKK time).

RCM-TEAM secretariat
2 May 2022