

ส่วน  
กท  
Oh  
๒๘ กค ๕๑

**ด่วนมาก**

ที่ ทส 0606/ ๖. ๖๖3



กรมประชาสัมพันธ์  
รับที่ 27441  
วันที่ 28 กค ๕๑

กรมทรัพยากรน้ำ

180/3 ถนนพระราม 6 ซอย 34

แขวงสามเสนใน เขตพญาไท

กรุงเทพฯ 10400

25 กรกฎาคม 2551

28 กองการเจ้าหน้าที่  
รับที่ 27441  
วันที่ 28 กค ๕๑  
หน่วยงาน/รับผิดชอบเวลา 15.53.๖  
 กทพ.  กอท.  
 สบต.  สสป.  
 สบพ.  ๑๐๐๑๕๑

เรื่อง รับสมัครบุคลากรตำแหน่ง Programme Coordinator ของแผนงาน IKMP

เรียน อธิบดีกรมประชาสัมพันธ์

สิ่งที่ส่งมาด้วย สำเนาโทรสารสำนักงานเลขาธิการคณะกรรมการแม่น้ำโขง เลขที่ MK-0309/08 ลงวันที่ 21 กรกฎาคม 2551 พร้อมรายละเอียด Job Description รวมจำนวน 6 แผ่น

ด้วย สำนักงานเลขาธิการคณะกรรมการแม่น้ำโขง (Mekong River Commission Secretariat : MRCS) มีความประสงค์จะรับสมัครบุคลากรจากประเทศภาคีสมาชิก ตำแหน่ง Programme Coordinator ของแผนงาน Information and Knowledge Management Programme, Technical Support Division เพื่อปฏิบัติงาน ณ MRCS นครหลวงเวียงจันทน์ สาธารณรัฐประชาธิปไตยประชาชนลาว โดยผู้สมัครจะต้องมีคุณสมบัติตาม Job description ดังมีรายละเอียดปรากฏตามสิ่งที่ส่งมาด้วย

กรมทรัพยากรน้ำ ในฐานะสำนักเลขาธิการคณะกรรมการแม่น้ำโขงแห่งชาติไทย และเป็นหน่วยงานกลางในการประสานงานภายใต้กรอบความร่วมมือ MRC จึงขอชวนเชิญ บุคลากรผู้สนใจและมีคุณสมบัติตรงตาม Job Description ส่งใบสมัครพร้อมประวัติ ส่วนบุคคลและรูปถ่าย ไปยังกรมทรัพยากรน้ำ หรือทาง website : [tnmc@dwr.go.th](mailto:tnmc@dwr.go.th) ภายในวันที่ 15 สิงหาคม 2551 ทั้งนี้เพื่อกรมทรัพยากรน้ำจะได้รวบรวมใบสมัครส่งให้ MRCS พิจารณาต่อไป

จึงเรียนมาเพื่อโปรดพิจารณา

ขอแสดงความนับถือ

  
(นายธเนศ ดาवासรรณ)

รองอธิบดี ปฏิบัติราชการแทน

อธิบดีกรมทรัพยากรน้ำ

สำนักประสานความร่วมมือระหว่างประเทศ

โทร. 0 2271 6000 ต่อ 6617 โทรสาร. 0 2271 6165

เรียน คุณสมศรี กทบ. ๗๑3

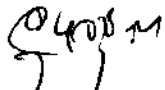
อภิสิตินันท์

๒๘ กค ๕๑

# ด่วนที่สุด

เรียน ผอ.สำนัก/ผอ.กอง และหัวหน้าหน่วยงาน

เพื่อโปรดเวียงแจ้งให้ข้าราชการในสังกัด  
ที่มีคุณสมบัติตรงตามที่กำหนดได้ทราบโดยทั่วกัน  
ทั้งนี้ ให้จัดส่งใบสมัครพร้อมประวัติส่วนบุคคล  
หรือสอบถามรายละเอียดเพิ่มเติมไปที่ กรม  
ทรัพยากรน้ำ หรือทาง website : [tnmc@dwr.go.th](mailto:tnmc@dwr.go.th)  
ภายในวันที่ 15 สิงหาคม 2551 โดยตรงต่อไป

  
(นางอุษา จารุภา)  
อกจ.  
30 ก.ค. 51



# Mekong River Commission

P.O. Box 6101, 184 Fa Ngoum Road, Unit 18,  
Ban Sithane Neua, Sikhottabong District, Vientiane 01000, Lao PDR  
Telephone: (856-21) 263 263 Facsimile: (856-21) 263 264

สำนักบริหารงานทรัพยากรน้ำระหว่างประเทศ	14/1
วันที่	11 ก.ค. 08
เวลา	09.15

## FACSIMILE

REF FAX NO: MK- 0309/08

To: Facsimile No.: 662-298 6605  
Bangkok, Thailand

Date: 21 July 2008  
Number of page(s): 6  
(including this page)

Dear Sir,

น.น.

ก.น.

ม.ค.ส.ค.

24 ก.ค. 08

### Vacancy announcement: Information and Knowledge Management Programme Coordinator

We would like to forward to you the vacancy announcement and the job description of the position of Information and Knowledge Management Programme Coordinator attached to the Technical Support Division at the Secretariat.

We attach the vacancy announcement and the job description of the above-mentioned position for your kind information and action. The vacancy announcement will soon be advertised in The Nation newspaper. It would be appreciated if you could also arrange to have the vacancy announced to all ministries at your earliest convenience.

The closing date for all applications is 15 August 2008. We would appreciate it if you could forward the applications to the MRCS during the last two weeks of August so that the Recruitment Panels in MRCS can proceed with the recruitment in a timely manner.

Thank you for your continued support.

Yours sincerely,

Navuth Te

Officer-in-Charge

Mekong River Commission Secretariat

The Permanent Secretary  
Ministry of Natural Resources and Environment  
Vice-Chairman of Thai National Mekong Committee  
Chairman of the MRC Joint Committee for 2008/2009  
Member of the MRC Joint Committee for Thailand  
C/o Thai National Mekong Committee  
Department of Water Resources  
180/3 Rama 6 Road, Soi Phibul Watana Building  
Phayathai, Bangkok 10400 Thailand



## *Mekong River Commission*

The role of MRC is to co-ordinate and promote co-operation in all fields of sustainable development, utilization, management and conservation of the water and related resources of the Mekong Basin.

MRC is looking for a dynamic riparian professional to fill the following position

### **Programme Coordinator** **Information & Knowledge Management Programme**

**Job Summary:** The IKMP Coordinator is responsible for the overall preparation and coordination of the IKM Programme and its projects. S/he, in close cooperation with IKM Programme and Project staff, prepares, coordinates and follows up on the implementation of IKMP including its projects.

#### **Qualifications:**

- Master degree in computer science, modeling, GIS/database and water resources management;
- At least 15 years relevant experience in the four MRC Member Countries with minimum 5 years experience with GIS; ArcGIS (ArcInfo/ArcView), modeling work - a prerequisite, as well as experience in computer programming these. Knowledge of ArcSDE, ArcIMS and SQL Server is highly desirable;
- Extensive experience in data and information management, geospatial data infrastructure issues, data integration;
- Ability to consult and coordinate with other MRC programmes and member countries in defining the relevant IKMP activities to support the service needed by the programmes and the member countries;
- Demonstrated ability to coordinate complex technical programmes in a multi-country/state setting with different social, economic, and political systems;
- Knowledge/experience within development project planning, programming, execution, strategy formulation, project preparation and project management work including procurement of services and contracting. Experience with implementation of project/programmes financed by international financing institutions such as the World Bank, Asian Development Bank, bilateral donor aid agencies etc is an advantage;
- Excellent writing, presentation and reporting skills;
- Fluency in spoken and written English.

The position is based at MRC Secretariat in Vientiane, Lao PDR. The job description and other information can be obtained at MRC website <http://www.mrcmekong.org>. Women are encouraged to apply. Only short-listed candidates will be notified.

**Closing date for applications: 15 AUGUST 2008**

Only nationals of Cambodia, Lao PDR, Thailand and Viet Nam are eligible to apply. The application must include a cover letter outlining clearly how the candidate meets the requirements of the position. In addition to the cover letter, the applicant should include a copy of the detailed CV and references, together with a passport-size photo and contact email address and send to the National Mekong Committee in the applicant's home country.

**Cambodia National Mekong Committee**  
23 Mao Tse Toung Road, Phnom Penh, Cambodia  
Tel. (855-23) 218 727 Fax. (855-23) 218 506  
E-mail: [cnmcs@cnmc.gov.kh](mailto:cnmcs@cnmc.gov.kh)

**Lao National Mekong Committee**  
Prime Minister's Office, Vientiane, Lao PDR  
Tel. (856-21) 260 981-3 Fax. (856-21) 260 984  
E-mail: [lnmc@lnmcmekong.org](mailto:lnmc@lnmcmekong.org)

**Thai National Mekong Committee**  
Department of Water Resources  
180/3 Rama 6 Road, Soi Phibul Watana Building  
Phayathai, Bangkok 10400 Thailand  
Tel. (66-2) 271 6165, 271 6620  
Fax. (66-2) 298 6605  
E-mail: [tnmc@dwr.go.th](mailto:tnmc@dwr.go.th)

**Viet Nam National Mekong Committee**  
23 Hang Tre, Ha Noi, Viet Nam  
Tel. (84-4) 825 4785 Fax. (84-4) 825 6929  
E-mail: [vnmcc\\_personnel@yahoo.com](mailto:vnmcc_personnel@yahoo.com)



# Mekong River Commission

P.O. Box 6101, 184 Fa Ngoum Road, Unit 18,  
Ban Sithane Neua, Sikhottabong District, Vientiane 01000, Lao PDR  
Telephone: (856-21) 263 263 Facsimile: (856-21) 263 264

## JOB DESCRIPTION

Updated: 18 July 2008

<b>Title:</b>	Programme Coordinator
<b>Functional Title:</b>	Information and Knowledge Management Programme Coordinator
<b>Division:</b>	Technical Support Division
<b>Level of post:</b>	M-13 <sup>1</sup> (Riparian Professional)
<b>Duration:</b>	One-year renewable contract
<b>Location:</b>	Mekong River Commission Secretariat, Vientiane, Lao PDR
<b>Reporting to:</b>	Director, Technical Support Division

### 1. THE MEKONG RIVER COMMISSION AND MRC SECRETARIAT

The Mekong River Commission (MRC) was established by the 1995 *Agreement on Co-operation for the Sustainable Development of the Mekong River Basin*, between the governments of Cambodia, Laos, Thailand and Viet Nam. The role of the MRC is to co-ordinate and promote co-operation in all fields of sustainable development, utilisation, management and conservation of the water and related resources of the Mekong River Basin. The mission of the MRC is to promote and coordinate sustainable management and development of water and related resources for the countries' mutual benefit and the people's well-being.

The MRC Secretariat is the operational arm of the MRC. It provides technical and administrative services to the JC and the Council to achieve the MRC's mission.

### 2. THE INFORMATION AND KNOWLEDGE MANAGEMENT PROGRAMME

The Information and Knowledge Management Programme (IKMP) is the centre for the repository and analysis of data and tools for information on Mekong River Basin water and related resources and develops reliable and up-to-date databases and information systems. The Programme prepares and develops appropriate modelling systems and other decision-support systems for the MRC. It is also responsible for encouraging the use of appropriate technologies in planning, co-ordinating and developing the basin's resources, and provides a wide variety of technical services, support and assistance to MRC Programmes and projects.

### 3. JOB SUMMARY

Under the direct supervision of the Director of the Technical Support Division, the IKMP Coordinator is responsible for the overall preparation and coordination of the IKM Programme and its projects. The incumbent in full cooperation with IKM Programme and Project staff prepares, coordinates and follows up on the different projects implemented under the IKMP.

### 4. KEY TASKS

To implement IKMP and support programme coordination. The incumbent performs the following tasks:

- Promote and facilitate a smooth, regular and timely exchange and sharing of reliable data and information between the member countries and with the MRCS;

- Follow up the MRC Information System Data Quality Assurance Procedures and Metadata Standard to ensure that primary data and information is up-to-date, quality assured, processed, stored and made accessible in a way that makes it readily available and used by member governments, policy and decision makers, institutional developers, the donor and investment community and other stakeholders;
- Implement and develop an existing high quality and integrated MRC-IS databases, including socio-economic, hydrological, meteorological and water quality data. Updates regularly a user friendly, efficiently operated and well maintained MRC-IS Portal web service including powerful tools to search, view and download data and information on the Mekong Basin;
- Act as a Manager for consultation, coordination and implementation of all IKMP activities to ensure streamlined and transparent interfaces between components, other MRC programmes, and with related national and regional institutions (intra-programme, inter-programme and external coordination);
- Consult and coordinate with other MRC programmes and member countries in defining the IKMP activities as IKMP is a service programme cutting across other MRC programmes
- Coordinate, organize and facilitate the IKMP implementation work plans, budget plans, technical studies, training and workshop schedules, etc. in a well coordinated and harmonized manner;
- Prepare Term of Reference, specifications, tender documents, etc. as required for implementation of IKMP activities;
- Prepare reports such as inception report, progress and activity reports, internal performance assessment, IKMP completion report, etc.;
- Coordinate with the all IKMP teams of modeling, Hydrology and GIS/Databases to ensure that the implementation of projects under IKMP is in good progress and efficient use of available resources. Coordinate of inputs of other international consultants and MRC professional staff;
- Together with CTA serves as secretary to the Technical Assistance and Coordination Team meetings;
- Identify progressive risks, key and emerging issues hampering the progress of IKMP coordination and implementation including foreseen and/or actual deviations from the work plans, milestones and indicators, assess consequences, select and implement appropriate response measures;
- Establish network with other international river basin organizations and develop global links with relevant organizations and technological resource centres around the world;
- Other related duties as may be assigned by the supervisor.

##### 5. SCOPE OF AUTHORITY

- (a) **Supervision requirements:** The incumbent supervises IKMP Team. S/he is responsible for their outputs, their on-the-job training and their performance appraisal to be carried out in line with MRC guidelines.
- (b) **Level of autonomy:** Decision making is subject to the final approval of others, unless decision is clearly in line with MRC policy. The position manages and administers projects/programme as assigned.
- (c) **Level of problem solving required:** Problem solving is complex and the incumbent must display initiative and creativity.
- (d) **Level and type of communications required:** Communications are wide, both within and outside of the organisation, and a variety of written documentation is required of the position.

##### 6. COMPETENCE REQUIREMENTS

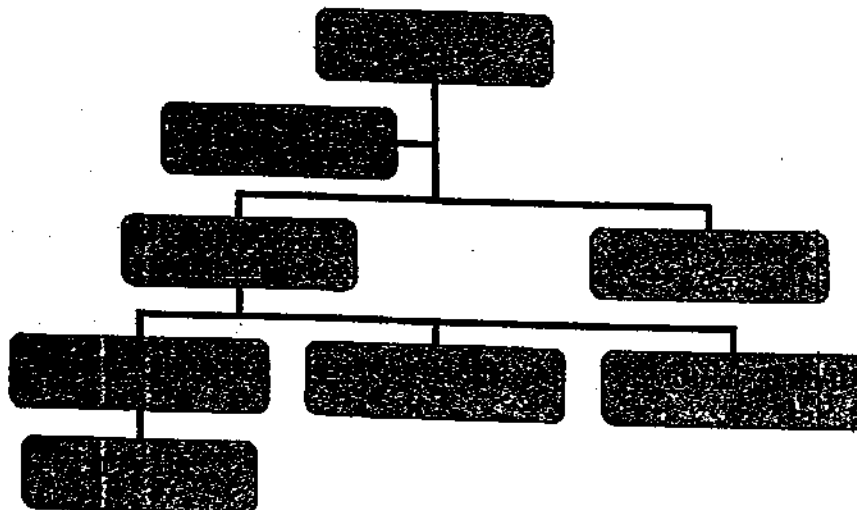
- (a) **Core Values:** Integrity, professionalism and respect for diversity.
- (b) **Core Competencies:** Communication, teamwork, planning and organising, accountability, creativity, client orientation, commitment to continuous learning, and technological awareness.

(c) **Managerial Competencies:** Vision, leadership, empowering others, building trust, managing performance, and judgement/decision-making.

**7. POST-SPECIFIC QUALIFICATIONS**

- Master degree in computer science, modeling, GIS/database and water resources management;
- At least 15 years relevant experience in the four MRC Member Countries with minimum 5 years experience with GIS; ArcGIS (ArcInfo/ArcView), modeling work - a prerequisite, as well as experience in computer programming these. Knowledge of ArcSDE, ArcIMS and SQL Server is highly desirable;
- Extensive experience in data and information management, geospatial data infrastructure issues, data integration;
- Ability to consult and coordinate with other MRC programmes and member countries in defining the relevant IKMP activities to support the service needed by the programmes and the member countries;
- Demonstrated ability to coordinate complex technical programmes in a multi-country/state setting with different social, economic, and political systems;
- Knowledge/experience within development project planning, programming, execution, strategy formulation, project preparation and project management work including procurement of services and contracting. Experience with implementation of project/programmes financed by international financing institutions such as the World Bank, Asian Development Bank, bilateral donor aid agencies etc is an advantage;
- Excellent writing, presentation and reporting skills;
- Fluency in spoken and written English

**8. DIVISION AUTHORISATION CHART**



Incumbent: \_\_\_\_\_ (date)

Supervisor: \_\_\_\_\_ (date)

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**Brief information on remuneration**

The remuneration package, *subject to change*, includes (i) annual net base salary exempt from tax by Lao authorities, starting at US\$ 37,821.00 (M-13, step I); (ii) 6 weeks' annual vacation; (iii) MRC's contribution to staff member's Provident Fund of 14% of basic salary upon completion of 3 years in service; (iv) Contribution of MRC to Health and Accident insurances (on shared basis with employee); (v) other entitlements and benefits such as dependency allowance, sick leave, maternity leave etc.

Non-resident staff members receive an additional (i) 7% of basic salary for Post Adjustment allowance; (ii) 7% of basic salary for Hardship allowance; (iii) Rental subsidy of 40% of the rent rate up to maximum of US\$ 6,000 annual; (iv) Education Grant of 75% of max. expense of US\$ 13,000; (v) Travel cost and Shipment expenses on assignment and upon separation; (vi) other entitlements and benefits such as Relocation Grant allowance, Home Leave Travel, Education Grant Travel, etc.

The duration of the assignment of MRC Riparian Professional Staff is in principle is up to maximum 6 years.

**THE MRCS RESERVES THE RIGHT TO APPOINT A CANDIDATE AT A LEVEL LOWER THAN THE ADVERTIZED LEVEL OF THE POST.**