



กรมทรัพยากรน้ำ
4121
4121

ที่ ทส 0606/ ฎ. 93

กรมทรัพยากรน้ำ 12.014.  
180/3 ถนนพระราม 6 ซอย 34  
แขวงสามเสนใน เขตพญาไท  
กรุงเทพฯ 10400

ส่ง กทล.  
4 ก.พ. 52

๒ กุมภาพันธ์ 2552

เรื่อง รับสมัครบุคลากรตำแหน่ง Chief of ICCS

① เรียน *ผอ.สำนักงานเลขาธิการ*

กองการเจ้าหน้าที่ 4121
รับ 4 ก.พ. 2552
หน่วยงานผู้รับผิดชอบเวลา 14.246
<input checked="" type="checkbox"/> กปน. <input type="checkbox"/> กอท.
<input type="checkbox"/> ผบค. <input type="checkbox"/> ผสป.
<input type="checkbox"/> ผบท. <input type="checkbox"/> .....

สิ่งที่ส่งมาด้วย รายละเอียด Job Description รวมจำนวน 7 หน้า

ด้วย สำนักงานเลขาธิการคณะกรรมการแม่น้ำโขง (Mekong River Commission Secretariat : MRCS) มีความประสงค์จะรับสมัครบุคลากรจากประเทศภาคีสมาชิก ตำแหน่ง หัวหน้าหน่วยประสานความร่วมมือระหว่างประเทศและการสื่อสาร (Chief of International Cooperation and Communication Section : ICCS) เพื่อปฏิบัติงาน ณ MRCS นครหลวงเวียงจันทน์ สาธารณรัฐประชาธิปไตยประชาชนลาว โดยผู้สมัครจะต้องมีคุณสมบัติตาม Job description ดังมีรายละเอียดปรากฏตามสิ่งที่ส่งมาด้วย

กรมทรัพยากรน้ำ ในฐานะสำนักเลขาธิการคณะกรรมการแม่น้ำโขงแห่งชาติไทย และเป็นหน่วยงานกลางในการประสานงานภายใต้กรอบความร่วมมือ MRC จึงขอเชิญชวนบุคลากรผู้สนใจและมีคุณสมบัติตรงตาม Job Description ส่งใบสมัครพร้อมประวัติส่วนตัวและรูปถ่าย ไปยังกรมทรัพยากรน้ำ หรือทาง Email address : [tmcc@tnmcmekong.org](mailto:tmcc@tnmcmekong.org) หรือ [tmcc@dwr.mail.go.th](mailto:tmcc@dwr.mail.go.th) ภายในวันที่ 28 กุมภาพันธ์ 2552 ทั้งนี้เพื่อกรมทรัพยากรน้ำจะได้รวบรวมใบสมัครส่งให้ MRCS พิจารณาต่อไป

จึงเรียนมาเพื่อโปรดพิจารณา

ขอแสดงความนับถือ

(นายธนิต สุวรรณ)  
รองอธิบดี ปฏิบัติราชการแทน  
อธิบดีกรมทรัพยากรน้ำ

เรียน คุณธนิต  
อ.สารวัตร  
4 กพ 52

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

กทล 214  
4 กพ 52.

๒) เรียน ผอ.สำนัก/ผอ.กอง และหัวหน้าหน่วยงาน

เพื่อโปรดเวียนแจ้งให้ข้าราชการในสังกัด  
ที่มีคุณสมบัติตรงตามที่กำหนดได้ทราบโดยทั่วกัน  
ทั้งนี้ ให้จัดส่งใบสมัครพร้อมประวัติส่วนบุคคล  
และรูปถ่าย ไปยัง กรมทรัพยากรน้ำ หรือทาง Email  
address : [tnmc@tmcmekong.org](mailto:tnmc@tmcmekong.org) หรือ  
[tumc@dwr.mail.go.th](mailto:tumc@dwr.mail.go.th) ภายในวันที่ 28 กุมภาพันธ์  
2552 โดยตรงต่อไป จะเป็นพระคุณยิ่ง

  
(นางวนิดา ชัยประภา)

ร.อกจ.

6 ก.พ. 52

## **Mekong River Commission**

The role of 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 Basin.

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

### **CHIEF OF INTERNATIONAL COOPERATION AND COMMUNICATION SECTION**

The Chief of ICCS is responsible for the overall operation of the Section. S/He serves as the Secretariat's focal point for interacting with and servicing of the MRC Council and Joint Committee, as well as the donor community and other funding agencies. The Chief of ICCS is also responsible for general external relations and communication matters including the communication with stakeholders.

The position is based at the MRC Secretariat in Vientiane, Lao PDR. The job description can be downloaded from the link at the top of this page. Women are encouraged to apply. Only short-listed candidates will be notified.

Closing date for applications: 28 February 2009

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)

#### **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.mail.go.th](mailto:tnmc@dwr.mail.go.th)

#### **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@lnmc.gov.la](mailto:lnmc@lnmc.gov.la)

#### **Viet Nam National Mekong Committee**

23 Hang Tre, Ha Noi, Viet Nam  
Tel. (84-4) 825 4785  
Fax. (84-4) 825 6929  
E-mail: [vnmc\\_personnel@yahoo.com](mailto:vnmc_personnel@yahoo.com)



# Mekong River Commission

P.O. Box 6101, Vientiane, Lao PDR  
Telephone: (856-21) 263 263. Facsimile: (856-21) 263 264  
www.mrcmekong.org

## JOB DESCRIPTION

Updated: December 2008

<b>Title:</b>	Section Chief
<b>Functional Title:</b>	<b>Chief of International Cooperation and Communications Section</b>
<b>Division:</b>	International Cooperation and Communication Section (ICCS)
<b>Level of post:</b>	<b>M-13<sup>1</sup></b> (Riparian Professional)
<b>Location:</b>	MRC Secretariat, Vientiane, Lao PDR
<b>Reporting to:</b>	The CEO of the MRC Secretariat

### 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. In accordance with this Agreement, the Mission of 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" by implementing strategic programmes and activities and providing scientific information and policy advice.

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

Myanmar and China are dialogue Partners of the MRC.

### 2. THE INTERNATIONAL COOPERATION AND COMMUNICATION SECTION

The International Cooperation and Communication Section assists the CEO in providing overall co-ordination of MRC activities and provides advice on direction and strategies for the organisation.

### 3. JOB SUMMARY

The Chief of ICCS is responsible for the overall operation of the Section. S/He serves as the Secretariat's focal point for interacting with and servicing of the MRC Council and Joint Committee (JC), as well as the donor community and other funding agencies. The Chief of ICCS is also responsible for general external relations and communication matters including the communication with stakeholders.

### 4. KEY TASKS

The incumbent performs the following tasks:

- Serves as the Secretariat's focal point for interacting with and servicing of the MRC Council and Joint Committee (JC) and subsidiary bodies, prepare statements for the Council/JC meetings, quality-control all documentation and presentations for the meetings and act as rapporteur at the meetings.
- Serves as the Secretariat's focal point for interacting with the donor community and other funding agencies, co-ordinates all resources mobilization efforts, negotiates funding agreements and undertakes reporting by the Secretariat. Develops policies, tools and processes in this regard and prepares regular Development Partner meetings (Donor Consultative Group Meeting, Informal Donor Meeting)

- Fosters and maintains effective working relationships with the representatives of the Secretariat's member governments and with representatives of other national, international, regional organisations and major stakeholders relevant to the organisation and MRC member countries.
- Acts as the focal point for relations with MRC Dialogue Partners, prepares annual Dialogue Meetings and acts as rapporteur at these meetings.
- Actively helps pursue the implementation of the Strategic Plan of the Mekong River Commission, by driving and promoting it both internally and externally as regards policy and organizational development aspects.
- Manages communication with stakeholders through media and others means to promote awareness raising in the activities of the MRC including media relations; production of print and web-ready materials; NGO relations; and MRC website.
- Discharges mandatory reporting functions of the Secretariat, namely preparation of the annual MRC Work Programme, the MRC Annual Report, and MRC quarterly reports to the Joint Committee.
- Support the CEO for the fundraising activities to increase the fund for MRC,
- Providing on-the-job training and coaching to the staff members in the section to build on their capacities.
- Performs other related duties, as required by the CEO.

#### 5. SCOPE OF AUTHORITY

- (a) **Supervision requirements:** The incumbent shall supervise staff of ICCS and is responsible for their output, training, and performance appraisal to be carried out in line with MRC procedures.
- (b) **Level of autonomy:** Decision-making is final for planning and management matters pertaining ICCS, subject to the cursory approval of CEO. On policy and donor relations, the incumbent's role is advisory to the CEO and Senior Management.
- (c) **Level of problem solving required:** Problem solving is complex and the incumbent must display sensitivity, initiative and creativity.
- (d) **Level and type of communications required:** Communications are wide, both within and outside of the organisation, and production of extensive written documentation is required for the position.

#### 6. COMPETENCE REQUIREMENTS

- (a) **Core Values:** Integrity, professionalism, neutrality, and respect for diversity.
- (b) **Core Competencies:** Communication, teamwork, planning and organising, reliability and accountability, creativity, client orientation, commitment to continuous learning, technological awareness, and result oriented.
- (c) **Managerial Competencies:** Vision, leadership, empowering others, building trust, managing performance, and judgement/decision-making.

#### 7. POST-SPECIFIC QUALIFICATIONS

- Advanced degree in Political or Social Sciences, Economics, Law or related discipline including experience with donor relations and fundraising and substantial exposure to political levels of a multilateral organization.
- At least 12 years of relevant professional experience in an international development-oriented organisation.
- Experience in preparing and conducting international conferences and governance meetings and related editorial and protocol matters
- Knowledge of Southeast Asia's social, economic, cultural and political structures is highly desirable;

- Knowledge of natural resources management/environmental awareness is desirable;
- Familiar with essential aspects of technical co-operation, in particular programme development, monitoring, evaluation and quality assurance
- Excellent interpersonal and cross-cultural communication skills, team management skills, process planning skills, coordination skill, and posses result-oriented character;
- Good sense of initiative and sound political and diplomatic judgment;
- Computer proficiency and good knowledge of the possibilities and use of electronic information systems
- Excellent command of English, both written and spoken. Working knowledge of one or more riparian languages desirable.

**8. SIGNATURES**

CEO of MRCS: \_\_\_\_\_ (date)

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

**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\$ 40,281.00 (M-13, step I); (ii) Monthly fluctuation and removable Devaluation Allowance (9.67% of basic salary for the month of January 2009); (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, 6 weeks' annual vacation; 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 up to maximum 6 years according to *1995 Mekong Agreement and Procedural Rules*.

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

## Annex 1

## Selection criteria Recruitment of Chief of ICCS

The criteria for the establishment of the shortlist and final selection are proposed in the tables below:

**Table 1: Criteria for the short-listing – Recruitment of Chief of ICCS**

#	Criteria	Weight
1.	Education as advertised	15
2.	Language Skills	10
3.	Relevant technical experience	50
	International/regional events	15
	Fund raising activities	15
	Natural resources/water management	10
	International relations & communications	10
4.	Management experience	20
5.	Presentation of the application (quality cover letter, completeness, etc)	5
	<b>Total</b>	<b>100</b>

**Table 2: Criteria for the final selection – Recruitment of Chief of ICCS**

#	Criteria	Weight
1.	Education as advertised	10
2.	Language Skills / Communication skill (oral and written)	10
3.	Written answers	10
4.	Relevant Experience (including fund raising experience; bilateral and multilateral)	20
5.	Relevant knowledge and responsiveness	10
6.	Presentation skills	10
7.	Strengths as required for key tasks (including managerial skill, coordination skill, negotiation skill, result oriented, neutrality, networking, change management, attitude, appearance)	30
	<b>Total</b>	<b>100</b>

## Annex 2

## Recruitment process Chief of ICCS position

The proposed recruitment process includes the following steps:

1. **Preparation of JD, criteria & recruitment process:** forwarded to NMCs in briefing papers for the 6<sup>th</sup> meeting of the Task Force held on 13 January 2009 for review and comment.
2. **Obtaining comments from NMCs:** by 14 February 2009.
3. **Announcement of the vacancy:** to be published on MRC website by 22 January 2008 and in four nationwide newspapers, eight job posting websites of the member states, other channels including UN related web sites, development organization websites, the Economist, student alumni which reverts the updated job vacancies to their former students. Further search from headhunting agencies shall also be made for a larger pool of potential candidates. Deadline for submission of applications is 28 February 2009.
4. **Revision of JD, criteria:** based on the recommendations received from NMC, the MRCS shall revise the JD and post on the websites by 15 February 2009 if necessary.
5. NMCs to advise MRCS of representative of JC Members by 28 February 2009.
6. **Obtaining applications from NMCs:** by 9 March 2009.
7. **Selection of recruitment specialist:** to be selected to provide professional and objective assessments in order to assist the MRCS Recruitment Panel during the recruitment process. This task can be done in parallel with the period of vacancy announcement and completed by 28 February 2009.
8. **Establishment of MRCS recruitment Panel:** the recruitment panel members include four Division Directors and O-4-C of ICCS chaired by the A/C-04. The recruitment panel shall be provided with secretarial support by the Personnel Officer being the Ex-officio.
9. **Distribution of applications:** shall be made available to the members of the MRCS Recruitment Panel, the recruitment specialist, and the Representatives of the JC Members. This task will be completed within 3 days from the receiving date of applications from NMCs by 12 March 2009.
10. **Establishment of shortlist:** the shortlist will be made by the MRCS Recruitment Panel by 24 March 2009.
11. **Obtaining no-objection from NMCs on the shortlist:** Detailed assessment, scoring per candidate and the recommendation of the shortlist made by the MRCS recruitment panel will be forwarded to the NMCs for knowledge and no-objection. It is expected that this task will be completed by 31 March 2009.
12. **Written test:** shall be organized by the Panel on a day prior to the interviews. The answer sheets shall be provided to the representatives of the member states.

13. **Preparation of a list of question for the interview.** The procedure adapted for the recruitment of Chief FAS outlined in CEO's letter on 13 October 2008 will be followed.
14. **Interview:** shall be arranged into 4 separate sections: i) by the recruitment specialist. A summary report shall be made available to the MRCS Recruitment Panel, the CEO of the MRCS and the Representatives of the JC for reference; ii) by the MRCS Recruitment Panel with the observation of the recruitment specialist; iii) by the CEO of MRCS and; iv) by the Representatives of the JC. After the interviews, the CEO will meet with the group of JC Representatives collectively for an oral debriefing.
15. **Finalization of the selection:** will be made by the CEO of the MRCS taking into account: i) all ranked and qualified candidates; ii) recommendations from the MRCS Recruitment Panel; iii) comments received from debriefing with the Representatives of the JC; iv) Results from 2 Reference Checks from previous employers; and v) Staff Balance of riparian professionals according to Article 33 of the 1995 Mekong Agreement.

Note: The interview date will be consulted with the NMCs during the March 2009 JC Meeting.