

ด่วนมาก



กรมประชาสัมพันธ์
รับที่..... 27732
วันที่..... 10/10/2552

07.39 น.

กรมทรัพยากรน้ำ

180/3 ถนนพระราม 6 ซอย 34

แขวงสามเสนใน เขตพญาไท

กรุงเทพฯ 10400

15 กรกฎาคม 2552

กองการเจ้าหน้าที่
รับที่..... 27732
วันที่..... 21 กค 2552
หน่วยงาน/ผู้รับผิดชอบเวลา..... 08.44 น.
☒ กพบ. ☐ กอพ.
☐ ผบค. ☐ ผสป.
☐ ผบพ. ☐

เรื่อง รับสมัครงานตำแหน่งต่างๆ ของ MRCS

① เรียน อธิบดีกรมประชาสัมพันธ์

สิ่งที่ส่งมาด้วย สำเนาโทรสารสำนักงานเลขาธิการคณะกรรมการแม่น้ำโขงเลขที่ MK-033609 ลงวันที่ 7 กรกฎาคม 2552 พร้อมรายละเอียด Job Description รวมจำนวน 12 หน้า

ด้วย สำนักงานเลขาธิการคณะกรรมการแม่น้ำโขง (Mekong River Commission Secretariat : MRCS) มีความประสงค์จะรับสมัครงานตำแหน่งต่างๆ ดังนี้

1. CCAI Task Leader
2. CCAI Communication Officer และ
3. CCAI Technical Officer ของกองสิ่งแวดล้อม ปฏิบัติงาน ณ MRCS นครหลวงเวียงจันทน์ สาธารณรัฐประชาธิปไตยประชาชนลาว โดยผู้สมัครจะต้องมีคุณสมบัติตาม Job description ดังมีรายละเอียดปรากฏในสิ่งที่ส่งมาด้วย

กรมทรัพยากรน้ำ ในฐานะสำนักเลขาธิการคณะกรรมการแม่น้ำโขงแห่งชาติไทย และเป็นหน่วยงานกลางในการประสานงานภายใต้กรอบความร่วมมือ MRC จึงขอเชิญชวนเจ้าหน้าที่ผู้สนใจและมีคุณสมบัติตรงตาม Job Description ส่งใบสมัครพร้อมประวัติ ส่วนบุคคลและรูปถ่าย ไปยังกรมทรัพยากรน้ำ หรือทาง Email address : tnmc@dwr.mail.go.th และ pkhanittha15@gmail.com ภายในวันที่ 31 กรกฎาคม 2552 ทั้งนี้เพื่อกรมทรัพยากรน้ำจะได้รวบรวมใบสมัครให้ MRCS พิจารณาต่อไป

จึงเรียนมาเพื่อโปรดพิจารณา

ขอแสดงความนับถือ

(นายสุพจน์ โควิทชัยกุล)

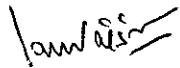
รองอธิบดี ปฏิบัติราชการแทน

อธิบดีกรมทรัพยากรน้ำ

สำนักประสานความร่วมมือระหว่างประเทศ

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

②เรียน ผอ.สำนัก/ผอ.กอง และหัวหน้าหน่วยงาน
เพื่อโปรดเวียนแจ้งให้ข้าราชการในสังกัด
ที่มีคุณสมบัติตรงตามที่กำหนดได้ทราบโดยทั่วกัน
ทั้งนี้ ให้จัดส่งใบสมัครพร้อมประวัติส่วนบุคคล
ไปที่ กรมทรัพยากรน้ำ หรือทาง Email address :
tnmc@dwr.mail.go.th หรือ pkhanittha15@gmail.com
ภายในวันที่ 31 กรกฎาคม 2552 โดยตรงต่อไป


(นายไพฑูรย์ หิรัญประดิษฐ์)

อกจ.

22 ก.ค.52



Mekong River Commission

P.O. Box 6161, 180/3 Rama 6 Road,
Ban Sithane Neua, Sikhottabong District, Vientiane
Telephone: (856-21) 263 264 Fax: (856-21) 263 264

สำนักประสานความร่วมมือระหว่างประเทศ	
วันที่	1243
วันที่	9 08 2552
เวลา	08.30

FACSIMILE

REF FAX NO: MK- 0336/09

To: Facsimile No.: 662-298 6605

Bangkok, Thailand

July 2009

of page(s): 12

ing this page)

Dear Sir

Subject: Vacancy announcement for: Three riparian professional positions for CCAI Office

Following the endorsement of the MRC Joint Committee for the MRC Climate Change and Adaptation Initiative (CCAI) Framework, we would like to start the recruitment of riparian professional staff for the CCAI Office including the positions of:

- CCAI Task Leader;
- CCAI Communication Officer; and
- CCAI Technical Officer

We would therefore like to forward to you the vacancy announcement of the above-mentioned positions for your kind information. In addition, the announcement will soon be advertised in The Nation newspaper. To attract more candidates, the Secretariat will post the vacancy in well-known websites including www.jobsdb.com and www.jobthai.org, and obtain candidates from head-hunting companies. We would be grateful if you could distribute this vacancy to the related ministries and agencies.

and the job descriptions and action. The vacancy announcement is intended to get a larger pool of potential candidates from job-listing websites and applications of potential candidates. We would widely and actively distribute this vacancy to the related ministries and agencies.

The closing date for all applications is 31 July 2009. We would appreciate it if you could forward the applications to the MRCS in early August 2009. The MRCS can proceed with the recruitment in a timely manner.

We appreciate it if you could forward the applications to the MRCS in early August 2009. The MRCS can proceed with the recruitment in a timely manner.

Thank you for your continued support

Sincerely,

Chief Executive Officer
Secretariat

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

S.M.V.

ศิริวรรณ วัฒนศิริ

(นายสมฤกษ์ วิไลพรรัตน์) 9012

ผู้อำนวยการสำนักงานความร่วมมือระหว่างประเทศ



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

FACSIMILE

REF FAX NO: MK-0336 /09

To: Facsimile No.: 662-298 6605

Bangkok, Thailand

Date: 7 July 2009

Number of page(s): 12
(including this page)

Dear Sir

Subject: Vacancy announcement for: Three riparian professional positions for CCAI Office

Following the endorsement of the MRC Joint Committee to the MRC Climate Change and Adaptation Initiative (CCAI) Framework, we would like to start with the recruitment of riparian professional staff for the CCAI Office including the positions of:

- CCAI Task Leader;
- CCAI Communication Officer; and
- CCAI Technical Officer.

We would therefore like to forward to you the vacancy announcement and the job descriptions of the above-mentioned positions for your kind information and action. The vacancy announcement will soon be advertised in The Nation newspaper. In order to get a larger pool of candidates, the Secretariat will post the vacancy in well-known national job-listing websites including www.jobsdb.com and www.jobthai.com and obtain the applications of potential candidates from head-hunting companies. We would be grateful if you could widely and actively distribute this vacancy to the related ministries and line agencies.

The closing date for all applications is 31 July 2009. We would appreciate it if you could forward the applications to the MRCS in early August 2009 so that the Recruitment Panels at MRCS can proceed with the recruitment in a timely manner.

Thank you for your continued support.

Yours sincerely

Jeremy Bird
Chief Executive Officer
MRC Secretariat

Permanent Secretary
Ministry of Natural Resources and Environment
Vice-Chairman of Thai National Mekong Committee
Member of the MRC Joint Committee for Thailand
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 dynamic professionals to fill the following positions for its newly established Office of Climate Change and Adaptation:

- 1. CCAI Task Leader** (Post level: M-12)
- 2. CCAI Communication Officer** (Post level: M-10)
- 3. CCAI Technical Officer** (Post level: M-10)

Click on the post titles (or the links at the top of the page) to view their respective job descriptions.

The MRC Climate Change and Adaptation Initiative (CCAI) is a collaborative regional initiative of MRC member countries aiming to support the countries in adapting to the new challenges posed by climate change with the objective of guiding climate change adaptation planning and implementation through improved strategies and plans at various levels and in priority locations throughout the Lower Mekong Basin (LMB). The CCAI Framework has been finalised and endorsed by the MRC Joint Committee, a detailed workplan has been done for the first two phases of the Initiative: the Intermediate Phase until end of 2010 and the First Phase from 2011-2015. Under this framework, the CCAI Office of Climate Change and Adaptation (OCCA) is being established within the MRC Environment Division to undertake the coordination and facilitation of the CCAI implementation and provide the secretariat service for the CCAI Steering Committee and Regional Task Force.

These positions are based at MRC Secretariat in Vientiane, Lao PDR. Women are encouraged to apply. Only short-listed candidates will be notified.

Closing date for applications: 31 JULY 2009

Only nationals of Cambodia, Lao PDR, Thailand and Viet Nam are eligible to apply. The application must include a cover letter clearly outlining how the candidate meets the requirements of the position. **The post title/programme must be indicated in the application letter.** In addition to the cover letter, the applicant should include his/her detailed CV and completed MRC Personal History Form 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

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

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

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@hn



Mekong River Commission

P.O. Box 6101 • Unit 18 Ban Sithane Neua, Sikhottabong District, Vientiane 01000, Lao PDR
Telephone: (856-21) 263 263 • Facsimile: (856-21) 263 264
E-mail: mrcc@mrcmekong.org Website: www.mrcmekong.org

JOB DESCRIPTION

Updated: 6 July 2009

Title:	Task Leader
Functional Title:	CCAI Task Leader
Division:	Environment Division (ENV)
Level:	M-12 (Riparian Professional) ¹
Duration:	One-year contract renewable
Location:	Vientiane, Lao PDR
Reporting to:	Environment Division Director

1. THE MEKONG RIVER COMMISSION

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 (MRCS) 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.

2. THE ENVIRONMENT DIVISION AND THE CLIMATE CHANGE AND ADAPTATION INITIATIVE

The Environment Division is a cross-sectional division of the MRC which generates data, information and knowledge in order to balance economic development and environmental conservation in decision-making. In addition to establishing systems for monitoring the Basin's environmental health, improving policies and legislation, encouraging cooperation among the riparian countries, the programme is also in charge of climate change activities, increasing environmental and climate change awareness amongst the public.

The MRC Climate Change and Adaptation Initiative (CCAI) is a collaborative regional initiative of MRC member countries aiming to support the countries in adapting to the new challenges posed by climate change with the objective of guiding climate change adaptation planning and implementation through improved strategies and plans at various levels and in priority locations throughout the Lower Mekong Basin (LMB). The CCAI Framework has been finalised and endorsed by the Joint Committee, a detailed workplan has been completed for the first two phases of the Initiative: the Intermediate Phase until end of 2010 and the First Phase from 2011-2015. Under this framework, the CCAI Office of Climate Change and Adaptation is being established within the MRC Environment Division to undertake the coordination and facilitation of the CCAI implementation and provide secretariat services for the CCAI Steering Committee and Regional Task Force. The CCAI Task Leader is being recruited to lead this Office and coordinate all CCAI activities.

3. JOB SUMMARY

Under the overall supervision of the MRCS Chief Executive Officer and direct supervision of the Environment Division Director, the CCAI Task Leader will lead the overall coordination, management and implementation of all activities related to technical, administrative and financial aspects of the MRC Climate Change and Adaptation Initiative, including but not limited to allocation and administration of the Initiative's budget.

The CCAI Task Leader will be responsible for achieving and reporting all outputs/results of the Initiative and will be accountable for all activities and routine functions. He/she will work in close collaboration with the Environment Programme's Coordinator and Chief Technical Advisor and other managerial and professional staff of the Environment Division and the MRCS, the National Mekong Committees (NMCs), the concerned national line agencies and other relevant international/regional institutions.

4. KEY TASKS

The incumbent performs the following tasks:

Leadership:

- Heads actively on a daily basis the Office of Climate Change and Adaptation (OCCA) stationed within the Environment Division, MRC Secretariat;
- Supervises all OCCA staff to commit their responsibilities for the achievement and outcomes of CCAI effectively and in a timely manner;
- Provides inspiring leadership and a sense of purpose for OCCA staff;
- Provides strategic direction and ensure high quality implementation of the CCAI;
- Initiates any necessary supports to the CCAI Steering Committee and Regional Task Force.

Management:

- Manages and coordinates all technical, administrative and financial activities of the CCAI and other climate change related activities of the MRCS to ensure the effective and efficient implementation of the CCAI in full compliance with all applicable donor funding agreements, the CCAI Framework Document and MRCS procedures and standards;
- Prepares and revises detailed workplans for activities with appropriate timeline in accordance with the CCAI Framework Document to ensure effective management;
- Develops and manages the Initiative's budget; allocates and administers the use of the programme budget with the authorization from Division Director; prepares reports to the Environment Division Director and donors;
- Monitors and evaluates CCAI implementation by regularly identifying progressive risks, key and emerging issues which may hamper the implementation of the CCAI - this includes unforeseen and/or actual deviations from the work plans, milestones and indicators; assesses consequences, selects and implements appropriate response measures;
- Prepares Terms of Reference and allocates budgets for employment of additional staff of the OCCA if needed, international and national consultants, and oversees the recruitment of staff and consultants;
- Coordinates and mobilizes the resource and personnel requirements for all activities of the CCAI;
- Develops and oversees the implementation of capacity building and training activities within the OCCA in coordination with the Environment Programme and Integrated Capacity Building Programme;
- Provides necessary support, advise and coaching to the OCCA staff, in consultation with senior management staff of Environment Division.

Coordination and Communication:

- Prepares progress reports (including financial reports) and other routine reports in accordance with MRCS procedures and specific requirements of the Environment Division and donors;
- Organizes and provides secretariat services to support activities and meetings of CCAI Steering Committee, CCAI Regional Task Force and coordination meetings within MRCS in a regular basis;

- Maintains regular communication with the NMCs, related line agencies, the national experts and other related organizations in riparian countries;
- Undertakes liaison and exchanges information with related international and regional programs, projects and initiatives;
- Provides related updated information to the CCAI Steering Committee and Regional Task Force at their meetings and also to MRC programmes;
- Undertakes general advocacy and promotion of the work of the CCAI, and represents the CCAI in dialogue with external agencies; presents the work of the Initiative at international and regional meetings.

Other duties:

- Performs any other duties related to the coordination, management and implementation of the CCAI and performance of the OCCA, and as assigned by the Environment Division Director.

5. SCOPE OF AUTHORITY

- (a) **Supervision requirements:** The incumbent supervises all staffs of the Office of Climate Change and Adaptation and is responsible for their outputs, on-the-job training and performance appraisal, carried out in line with MRC guidelines.
- (b) **Level of autonomy:** Major decisions include providing advise to the Division Director, unless in line with MRC policy. The incumbent administers the CCAI budget.
- (c) **Level of problem solving required:** Problem solving can be complex and the incumbent must display initiative and creativity.
- (d) **Level and type of communications required:** The range of communications required are broad, the audience lies within and outside of the MRC. Excellent communications skill is a must.

6. COMPETENCE REQUIREMENTS

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

7. POST-SPECIFIC QUALIFICATIONS

- At least a Master degree, preferably PhD, in related field (within the fields of environmental science, environmental management, water resources, ecology, economics, management, or other related to climate change science);
- At least 12 years relevant experiences with tangible and achievable outcomes in leading and managing environment and climate related activities, preferably for Mekong river basin, including substantial experiences in the MRC-member countries;
- Proven ability to effectively implement programmes/projects in a multicultural and international environment, and in particular with the environmental line agencies of the MRC-member countries;
- Demonstrable good overall knowledge of climate change and its impacts on natural systems, economic development and livelihood in the Mekong context, environmental management, climate change adaptation and mitigation at least in one of the LMB countries;
- Wide experience related to strategy formulation, programme/project planning, management, implementation and reporting; experience in preparation of annual work plans and budgets,

- and the use of a logical framework for summarising and guiding implementation is an advantage;
- Fluency in written and spoken English and at least one of MRC riparian languages is essential;
 - Good knowledge on basic office softwares (MS Word, MS Excell, MS Power Point ect.) is a must. Knowledge and experience on using MS Project software is a distinct advantage.

8. SIGNATURES

Division Director: _____ (_____) Date: _____

Incumbent: _____ (_____) Date: _____

i Brief information on remuneration

The remuneration package, *subject to change*, includes (i) annual net base salary exempt from tax by Laos authorities, starting at US\$ 31,291.00 (M-12, step I); (ii) Monthly fluctuation and removable Devaluation Allowance (8.21% of basic salary for the month of July 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.



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: 6 July 2009

Title:	Communications Officer
Functional Title:	CCAI Communications Officer
Division:	Environment Division (ENV)
Level of post:	M-10¹ (Riparian Professional)
Duration:	One-year contract renewable
Location:	MRC Secretariat, Vientiane, Lao PDR
Reporting to:	CCAI Task Leader and MRCS Communications, Partnerships and Public Participation Officer

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, Lao PDR, Thailand and Viet Nam. The role of the MRC is to coordinate and promote cooperation in all fields of sustainable development, utilisation, management and conservation of 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 (MRCS) 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.

2. THE ENVIRONMENT DIVISION AND THE CLIMATE CHANGE AND ADAPTATION INITIATIVE

The Environment Division is a cross-sectional division of the MRC which generates data, information and knowledge in order to balance economic development and environmental conservation in decision-making. In addition to establishing systems for monitoring the Basin's environmental health, improving policies and legislation, encouraging co-operation among the riparian countries, the programme is also in charge with climate change activities, increasing environmental and climate change awareness amongst the public.

The MRC Climate Change and Adaptation Initiative (CCAI) is a collaborative regional initiative of MRC member countries aiming to support the countries in adapting to the new challenges posed by climate change with the objective of guiding climate change adaptation planning and implementation through improved strategies and plans at various levels and in priority locations throughout the Lower Mekong Basin (LMB). The CCAI Framework has been finalized and endorsed by the JC, a detailed workplan has been done for the first two phases of the Initiative: the Intermediate Phase until end of 2010 and the First Phase from 2011-2015. Under this framework, the Office of Climate Change and Adaptation (OCCA) is being established within the MRC Environment Division to undertake the coordination and facilitation of the CCAI implementation and provide the secretariat service for the CCAI Steering Committee and Regional Task Force. The CCAI Communications Officer is being recruited to work in this Office.

3. JOB SUMMARY

The purpose of the position is to increase the ability of the MRC to effectively communicate issues relating to climate change, its impact and adaptation in the Mekong basin to stakeholders and defined target groups. This balances with the MRC's stated objective of increasing dialogue, consultation and public participation with key stakeholders and partners.

In particular, the incumbent will collect, update, share and disseminate data, knowledge and information, and promote better communication and awareness raising of the CCAI to the Member

Countries, stakeholders and the general public via a number of available communication mechanisms and tools such as the press, website, publicised materials, including targeted materials in the four main languages of the Member Countries.

Under the overall supervision of the Environment Division Director and direct supervision of the CCAI Task Leader and the MRCS Communications, Partnerships and Public Participation Officer, with an advisory support by Environment Programme Coordinator and Chief Technical Advisor, the CCAI Communications Officer will be responsible for communication, unit publications, public relations, information sharing, and participatory activities of the MRC Climate Change and Adaptation Initiative.

The incumbent will work in close collaboration with specialised staff of the OCCA and the Environment Programme. She/He will also work with other communications staffs in the MRC International Cooperation and Communication Section (ICCS), CCAI focal points of other MRC programmes, consultants and external partners.

4. KEY TASKS

The incumbent performs the following tasks:

- Develops the communications strategy and plan for the CCAI under the framework of the MRC communications strategy and disclosure policy; ensures a high quality implementation of the CCAI communications strategy through a range of target groups;
- Develops a stakeholder engagement plan and supports the implementation of stakeholder engagement in the CCAI activities; closely collaborates with MRC programmes, national and international partners in relation to stakeholder engagement, in establishing and maintaining partnerships;
- Updates and disseminates climate change and adaptation data, information and knowledge derived from CCAI activities and promote information sharing and awareness raising in collaboration with MRC programmes and external partners; assists with preparation and distribution of external communications, with awareness raising and partnership activities;
- Collaborates with communications officers at the ICCS and CCAI focal points of other MRC programmes to propose and implement external communications, public participation and partnership activities; assists to publish the outputs of the CCAI; and also supports the Web Administrator in matters of CCAI website design and content, in maintaining and updating the CCAI website;
- Produces articles, press releases, speeches, newsletters, annual reports, posters, brochures and other similar publications to raise awareness about climate change, its impacts and adaptation, to promote the CCAI and its activities; assist in preparing annual reports;
- Regularly communicates and responds to media, manages information flows in response to information requests; liaises with the media and with information/communications officers in other relevant organisations with regard to climate change;
- Assists in producing key communications materials of the CCAI in four riparian languages; undertakes writing and translation into/from riparian languages where capable;
- Performs other duties as assigned by the CCAI Task Leader and Environment Division Director.

5. SCOPE OF AUTHORITY

- (a) **Supervision requirements:** The incumbent has no supervision mandate to the staff of the OCCA and Environment Division, but is responsible for his/her outputs to be carried out in line with the Environment Division's and MRCS requirements.
- (b) **Level of autonomy:** Provides professional support to his/her respective activities under the CCAI.
- (c) **Level of problem solving required:** Problem solving is moderate and the incumbent should display initiative, skills and creativity.

- (d) **Level and type of communications required:** Communications are integrative through different levels and target groups, both within and outside of the organisation. Excellent communication skill is a must.

6. COMPETENCE REQUIREMENTS

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

7. POST-SPECIFIC QUALIFICATIONS

- Graduate or higher degree with minimum of five years practical working experience in either: communications, public relations, journalism, graphic design, TV, radio or other media production, web design, publishing, advertising, marketing or a related field;
- Experience in design and familiarity with commonly used design softwares, in dealing with printing and production of display materials; experience in the use of web-based information services;
- Experience in participatory development within the riparian countries; working experience with international organisations and media relations;
- Knowledge of climate change/ natural resources management/ environmental awareness is highly desirable;
- Excellent interpersonal and cross-cultural communication skills; knowledge of Southeast Asia's social, economic, cultural and political structures is highly desirable;
- Excellent command of oral and written English plus one or more of the riparian languages (Khmer, Lao, Thai, Vietnamese).

8. SIGNATURES

Supervisor: _____ (date)

Incumbent: _____ (date)

Brief information on remuneration

The remuneration package, *subject to change*, includes (i) annual net base salary exempt from tax by Laos authorities, starting at US\$ 20,209.00 (M-10, step I); (ii) Monthly fluctuation and removable Devaluation Allowance (8.21% of basic salary for the month of July 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*.



Mekong River Commission

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JOB DESCRIPTION

Updated: 6 July 2009

Title:	Technical Officer
Functional Title:	CCAI Technical Officer
Division:	Environment Division
Level:	M-10 (Riparian Professional) ¹
Duration:	One-year contract renewable
Location:	MRC Secretariat, Vientiane, Lao PDR
Reporting to:	CCAI Task Leader

1. THE MEKONG RIVER COMMISSION

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 (MRCS) 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.

2. THE ENVIRONMENT DIVISION AND THE CLIMATE CHANGE AND ADAPTATION INITIATIVE (CCAI)

The Environment Division (ENV) is a cross-sectional division of the MRC which generates data, information and knowledge in order to balance economic development and environmental conservation in decision-making. In addition to establishing systems for monitoring the Basin's environmental health, improving policies and legislation, encouraging co-operation among the riparian countries, the programme is also in charge with climate change activities, increasing environmental and climate change awareness amongst the public.

The MRC Climate Change and Adaptation Initiative (CCAI) is a collaborative regional initiative of MRC member countries aiming to support the countries in adapting to the new challenges posed by climate change with the objective of guiding climate change adaptation planning and implementation through improved strategies and plans at various levels and in priority locations throughout the Lower Mekong Basin (LMB). The CCAI Framework has been finalised and endorsed by the MRC Joint Committee, a detailed workplan has been done for the first two phases of the Initiative: the Intermediate Phase until end of 2010 and the First Phase from 2011-2015. Under this framework, the CCAI Office of Climate Change and Adaptation (OCCA) is being established within the MRC Environment Division to undertake the coordination and facilitation of the CCAI implementation and provide the secretariat service for the CCAI Steering Committee and Regional Task Force. The incumbent is being recruited to work in this Office.

3. JOB SUMMARY

Under the overall supervision of the Environment Division Director and direct supervision of the CCAI Task Leader, the Technical Officer will provide technical, financial and administrative support and assistance on activities related to MRC Climate Change and Adaptation Initiative.

The incumbent will work in close collaboration with specialized staffs of the OCCA and the Environment Programme (EP) such as Climate Change Programme Officer, Communication Officer, Environment Programme Coordinator and Chief Technical Advisor (CTA), external consultants and other EP staffs. She/He will be part of the OCCA who is jointly responsible for day-to-day coordination and facilitation of the CCAI activities.

4. KEY TASKS

The incumbent performs the following tasks:

- Assists in planning and coordinating the technical and administrative activities related to the CCAI; provides technical assistance and support in planning, implementing, supervising and monitoring the implementation of climate change activities;
- Collaborates with national partners (NMCs, national line agencies, national experts etc.) and international partners and organizations in relation to stakeholder engagement, in establishing and maintaining partnerships; assist in planning and implementing activities on mainstreaming climate change into MRC programmes;
- Assists in providing technical and management support to activities and events under the CCAI, such as preparation of TORs, proposals, plans, reports, meetings, workshops, and training courses etc;
- Assists in preparation of progress reports and workplans on climate change activities and other routine reports as requested by MRCS and ENV management and the donors;
- Assists in planning and implementing activities on capacity building and awareness raising activities amongst MRC staff, varied target groups in the member countries (such as NMCs and line agencies) on climate change related issues;
- Monitors and assesses technical activities done by the consultants, assists in engaging and selecting appropriate consultants and in assessing the technical quality of outputs related to climate change activities, and suggests changes or revisions as appropriate;
- Performs other duties as assigned by the Environment Division Director and CCAI Task Leader.

5. ACHIEVEMENT EXPECTATIONS

To effectively serve and meet the requirements of technical and administrative inputs to climate change activities under the CCAI and Environment Division, MRCS.

6. SCOPE OF AUTHORITY

- (a) **Supervision requirements:** The incumbent has no supervision mandate to the staff of the Office of Climate Change and Adaptation and Environment Division, but is responsible for his/her outputs to be carried out in line with the Environment Division's and MRCS requirements.
- (b) **Level of autonomy:** Has no decisions making, but directly deliver qualified technical support under his/her respective activities.
- (c) **Level of problem solving required:** Problem solving is moderate and the incumbent should display initiative and creativity.
- (d) **Level and type of communications required:** Communications are wide, both within and outside of the organisation, very good spoken and written skill are required for this position.

7. 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.

8. POST-SPECIFIC QUALIFICATIONS

- M.Sc. or higher degree in environmental science, preferably focusing on climate-related studies and environmental management;
- At least 5 years relevant experience from work related to environment and natural resources management, preferably linked to climate change and adaptations;
- Experience with and good knowledge of the Mekong riparian countries and the Mekong River Basin with a proven experience of working in an international environment;
- Experience within development project planning, programming, execution, strategy formulation, project preparation and project management work, including preparation of annual work plans and budgets, and use of a logical framework for reporting, evaluating and monitoring. Experience from procurement of services and contracting is an advantage;
- Experience from working with governmental institutions in developing countries with a focus on institutional strengthening and capacity building activities;
- Ability to work and co-operate in a multicultural and international environment;
- Proficiency in written and spoken English. Working knowledge of one or more riparian languages is an advantage.

9. SIGNATURES

Supervisor: _____ (date)

Incumbent: _____ (date)

ⁱ **Brief information on remuneration**

The remuneration package, *subject to change*, includes (i) annual net base salary exempt from tax by Laos authorities, starting at US\$ 20,209.00 (M-10, step I); (ii) Monthly fluctuation and removable Devaluation Allowance (8.21% of basic salary for the month of July 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.

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