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ด่วนมาก

ที่ ทส 0606/ค. 518



กรมประชาสัมพันธ์
รับที่ 26410
วันที่ 2 พค 53

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

3 0 ส.ย. 2553

ออกคำสั่งเจ้าหน้าที่
วันที่ 2 พค 53
รับที่ E 26410
หน่วยงานผู้รับผิดชอบเวลา 17:10
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เรื่อง รับสมัครงานตำแหน่ง Programme Officer – MRC Procedures and Policies

เรียน อธิบดีกรมประชาสัมพันธ์

สิ่งที่ส่งมาด้วย สำเนาโทรสารสำนักงานเลขาธิการคณะกรรมการแม่น้ำโขง เลขที่ MK- 0236/10
ลงวันที่ 25 มิถุนายน 2553 พร้อมรายละเอียด Job Description รวมจำนวน 6 หน้า

ด้วย สำนักงานเลขาธิการคณะกรรมการแม่น้ำโขง (Mekong River Commission Secretariat : MRCS) มีความประสงค์จะรับสมัครงานตำแหน่ง Programme Officer – MRC Procedures and Policies ปฏิบัติงาน ณ MRCS นครหลวงเวียงจันทน์ สาธารณรัฐประชาธิปไตยประชาชนลาว โดยผู้สมัครจะต้องมีคุณสมบัติตาม Job description ดังมีรายละเอียดปรากฏในสิ่งที่ส่งมาด้วย

กรมทรัพยากรน้ำ ในฐานะสำนักเลขาธิการคณะกรรมการแม่น้ำโขงแห่งชาติไทย และเป็นหน่วยงานกลางในการประสานงานภายใต้กรอบความร่วมมือ MRC จึงขอเชิญชวนเจ้าหน้าที่ผู้สนใจ และมีคุณสมบัติตรงตาม Job Description ซึ่งสามารถดูรายละเอียดเพิ่มเติมจาก www.mrcmekong.org (MRC Personal History Form) และส่งใบสมัครพร้อมประวัติส่วนบุคคลและรูปถ่าย ไปยังกรมทรัพยากรน้ำ หรือทาง Email address : tmrc@dwr.mail.go.th และ pkhanittha15@gmail.com ภายในวันที่ 22 กรกฎาคม 2553 ทั้งนี้เพื่อกรมทรัพยากรน้ำจะได้ประสานงานให้ MRCS พิจารณาดำเนินการต่อไป

จึงเรียนมาเพื่อ โปรดพิจารณา

ขอแสดงความนับถือ

(นางสุณี นียงทับรุ่งศรี)
รองอธิบดี ปฏิบัติราชการแทน
อธิบดีกรมประชาสัมพันธ์

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

๒) เรียบ ผอ. ดินปัก., ผอ. กอง และหัวหน้าหน่วยงาน
เพื่อโปรดทราบและกรุณาแจ้งให้เจ้าหน้าที่ในสังกัด
ทราบโดยทั่วกันด้วย จะเป็นพระคุณยิ่ง


(นายภิกษุศักดิ์ ภาณุภักดิ์)

อกจ.

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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

สำนักประสานความร่วมมือระหว่างประเทศ	1356
วันที่	28 มิ.ย. 2550
เวลา	09.30

FACSIMILE

REF FAX NO: MK-0236 /10
To: Facsimile No.: 662-298 6605
Bangkok, Thailand

Date: 25 June 2010
Number of page(s): 6
(including this page)

Dear Sir,

Subject: Vacancy announcement for Programme Officer, MRC Procedures and Policies

The MRC Secretariat would like to recruit a vacant position, Programme Officer, MRC Procedures and Policies. We would therefore like to forward to you the vacancy announcement and the job description for the above-mentioned position for your kind consideration and action.

The vacancy announcement will soon be advertised in The Nation newspaper. In order to access a larger pool of candidates, the Secretariat will post the vacancy on well-known national on-line recruitment 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 relevant ministries and line agencies.

The closing date for all applications is 22 July 2010. We would appreciate it if you could forward the applications to the MRCS by 4 August 2010 so that the recruitment can be processed according to its timeline.

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

รองผ.อ. ส.น.ว.

พช.กต.ช.น.ค.

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28 มิ.ย. 53

(นายวิเชษฐ์ รามสุวรรณ)

ผู้อำนวยการสำนักประสานความร่วมมือระหว่างประเทศ



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 Secretariat is looking for a dynamic professional to fill the following position:

Programme Officer – MRC Procedures and Policies **International Cooperation and Communication Section** *Post level: M-10*

The Programme Officer will assist in the development and implementation of MRC policies and strategies for international cooperation, in particular with Development Partners and regional initiatives.

This 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: 22 July 2010

Only nationals of Cambodia, Lao PDR, Thailand and Viet Nam are eligible to apply. The application should include a cover letter outlining clearly how the candidate meets the requirements of the position. The post title needs to be indicated in the application letter. In addition to the cover letter, the applicant should include his/her detailed CV and 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: ou_sophanna@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

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

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@gmail.com



Mekong River Commission

P.O. Box 6101, 184 Fa Ngoum Road, Unit 18,
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JOB DESCRIPTION

Updated: May 2010

Title:	Programme Officer
Functional title:	Programme Officer, MRC Procedures and Policies
Division:	International Cooperation and Communication Section
Level of post:	M-10 (Riparian Professional) ¹
Contract type:	Fixed-term appointment
Duration:	One-year contract renewable
Duty station:	MRC Secretariat, Vientiane, Lao PDR
Reporting to:	Chief, International Cooperation and Communication Section

1. THE MEKONG RIVER COMMISSION AND MRC SECRETARIAT

Cambodia, Lao PDR, Thailand and Viet Nam signed the Agreement on the Cooperation for the Sustainable Development of the Mekong River Basin on 5 April 1995 (the 1995 Mekong Agreement) setting forth the framework for cooperation in a constructive and mutually beneficial manner for sustainable development, utilization, conservation and management of the Mekong River Basin water and related resources. The 1995 Mekong Agreement is a dynamic "framework agreement" that enables and requires the MRC to adopt and refine as needed, rules and procedures to carry out its work.

In accordance with this Agreement, under the framework of the MRC Water Utilization Programme (WUP), implemented from 2000 to 2008, a set of Procedures for Water Utilisation have been elaborated for MRC Member States to support the regional cooperation. The five Procedures are:

- ❖ Procedures for Data and information Exchange and Sharing (PDIES, approved 2001),
- ❖ Procedures for Water Use Monitoring (PWUM, approved 2003),
- ❖ Procedures for Notification, Prior Consultation and Agreement (PNPCA, approved 2003),
- ❖ Procedures for Maintenance of Flows on the Mainstream (PMFM, approved 2006),
- ❖ Procedures of Water Quality (PWQ, await approval).

The MRC Member States have also been developing respective Technical Guidelines to implement these Procedures.

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

2. THE INTERNATIONAL COOPERATION AND COMMUNICATION SECTION (ICCS) AND THE MEKONG-INTEGRATED WATER RESOURCE MANAGEMENT PROJECT (M-IWRMP)

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.

ICCS covers the key functions of formulation, monitoring implementation of the policies of the Strategic Plan, communications, and liaising with regional initiatives and donor partners. ICCS is charged to meet the demand for better coordination and cooperation with regional initiatives.

ICCS includes the Communications Unit with its connections to basin-wide promotion and international perspectives. ICCS also drives the development of basin-wide guidelines for education/awareness raising of the present and emerging natural resource issues.

The M-IWRMP built as a follow-up of the WUP, addresses the remaining issues highlighted by the WUP through a three tier approach, combining Interlinked basin, national and cross-border initiatives in close synergy with the MRC-led basin development planning process. These form the three respective components of the Project: regional, national and trans-boundary. The outcome of the regional component is a regional enabling framework with water resources planning and management *tools, procedures and guidelines, processes and capacity* in place to implement the 1995 MA. The MRC also set up a Project Coordination and Management Unit responsible for daily implementation of the Project, in close coordination with various MRC programmes and sections including ICCS. The PCMU is reporting to the Director of the Planning Division.

3. JOB SUMMARY

Under the supervision of the Chief, International Cooperation and Communication Section and of the Coordinator of the Mekong Integrated Water Resources Management Project (M-IWRMP) and in consultation with relevant MRC programmes, the Programme Officer will assist with the implementation of MRC Procedures, and in particular with the Procedures of Notification, Prior Consultation and Agreement.

The Programme Officer will:

- ❖ assist in analysing and providing advice on implementation of procedures and their guidelines and on related aspects of MRC activities,
- ❖ assist in improvement and promotion of the current MRC procedures in particular with National Mekong Committees and relevant Line Agencies,
- ❖ be in-charge of the day-to-day management and follow-up of PNPCA implementation
- ❖ assist in the development of new policies and strategies to implement the MRC 1995 Agreement
- ❖ support the overall policy and strategy development work of ICCS when relevant.

4. KEY TASKS

The incumbent will manage the overall implementation of the PNPCA, will provide legal perspective in the formulation, development and implementation of MRC activities and provide support to policy and strategy development including aid alignment efforts at the MRC.

The key tasks have been divided according to their reporting line either to ICCS or to M-IWRMP. The overall principle is that mandatory and routine PNPCA related activities fall under the purview of ICCS, whereas the technical development, improvement for implementation of the PNPCA and linkages with other Procedures promotion are monitored by the Programme Management Unit of M-IWRMP.

The following are a provisional indication of the tasks to report to the Chief of ICCS:

- Facilitate procedures implementation through strategic engagement and monitor the results.
- Follow-up and monitor the implementation of the PNPCA, including legal analyses of received notification, regarding its completeness and requirements for additional information.
- Prepare the annual progress report on PNPCA and suggest improvement,
- Assist any expert panel in support of implementation of the PNPCA,
- Implement priority actions, especially building an expert panel and mechanisms for MRC Programmes to prepare for and implement prior consultation of mainstream hydropower dams, envisaged in 2010
- Manage the database on PNPCA
- Assist, advice on MRC policy development,
- Prepare briefing note, document promoting the implementation of the MRC 1995 Agreement
- Perform other duties as assigned by the Chief of ICCS.

The following are a provisional indication of the tasks to report to the Coordinator of M-IWRMP:

- Promote the PNPCA,
- Analyses of received notifications related to its *technical* content, possible shortcomings and completeness. In this context development of an efficient approach and mechanism to communicate, overcome and amend possible shortcomings.

- Propose the development of an efficient approach and mechanism regarding the *technical* PNPCA implementation and its integration in the overall MRC process.
- Propose adequate *technical* input to any expert or expert panel in support of implementation of the PNPCA,
- Propose the expert panel's composition regarding technical expertise/input toward integrated planning approaches to combine economic development (focus mainstream hydropower dams) and ecological integrity of river systems in LMB.
- Review the current state of preparedness of the PNPCA Technical Guidelines and identify what action is needed to improve them to a point where they will be implemented by Member Countries
- Propose improvement of the PNPCA Technical Guidelines and processes, and their sequencing, taking into account lessons learnt from previous notifications and pilot prior consultations, linked with other procedural guidelines
- Consult with stakeholders to determine the constraints impeding implementation
- Improve the database on PNPCA implementation and dissemination
- Provide specific advice and assist in the coordination and implementation of other MRC procedures, where required,
- Propose establishment of a mechanism for reporting progress on implementing the procedures and technical guidelines,
- Prepare JC notification on issues related to improvement of the Procedures and Technical Guidelines,
- Analyse legal aspects of MRC procedures and guidelines under the 1995 Mekong Agreement,
- Perform other duties as assigned by the Coordinator of M-IWRMP.

5. SCOPE OF AUTHORITY

- (a) **Supervision requirements:** The position has no staff supervisory responsibilities but may include supervision of consultant contracts.
- (b) **Level of autonomy:** Decision-making is recommendatory, subject to the review and approval of others. The position carries no financial autonomy.
- (c) **Level of problem solving required:** Solutions to problems require collection and analysis of information. The incumbent needs to demonstrate creativity and initiative. Sensitive protocol matters need to be identified and solutions developed.
- (d) **Level and type of communications required:** The position involves wide-ranging communications, both within MRC and outside the organisation. Preparation of high-quality documents required.

6. COMPETENCE REQUIREMENTS

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

7. POST-SPECIFIC QUALIFICATIONS

- Advanced university degree in water or water-related law or political sciences or related subject. Basic knowledge on water resources management and river basin management is beneficial.
- At least seven years of accumulated working experience in positions related to promoting inter-governmental cooperation for project (infrastructure) development either through legal advisory services or through development planning. Experience of programme coordination with international organisations is highly commended.
- Knowledge of Southeast Asia's social, economic, cultural, political structures is highly desirable.
- Fluency in English, both spoken and written at editing level. Working knowledge of more than one riparian language is an asset.

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\$ 20,972.00 (M-10, step 1); (ii) Monthly fluctuation and removable Devaluation Allowance (10% of basic salary for the month of June 2010); (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 annually; (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.