

ด่วนมาก

ที่ ทส 0606/7.544



กรมทรัพยากรน้ำ

180/3 ถนนพระราม 6 ซอย 34

แขวงสามเสนใน เขตพญาไท

กรุงเทพฯ 10400

กรมประชาสัมพันธ์
วันที่ 29615
วันที่ 28 ก.ค. 53

1294

20 กรกฎาคม 2553

23 ก.ค. 2553	E 2945
	141.58

เรื่อง รับสมัครงานตำแหน่งต่างๆของ MRCS

① เรียน อธิบดีกรมประชาสัมพันธ์

สิ่งที่ส่งมาด้วย สำเนาโทรสารสำนักงานเลขาธิการคณะกรรมการแม่น้ำโขง เลขที่ MK- 0255/10
ลงวันที่ 19 กรกฎาคม 2553 พร้อมรายละเอียด Job Description รวมจำนวน 10 หน้า

ด้วย สำนักงานเลขาธิการคณะกรรมการแม่น้ำโขง (Mekong River Commission Secretariat : MRCS) มีความประสงค์จะรับสมัครงานตำแหน่งต่างๆ 2 ตำแหน่ง คือ

1. Programme Coordinator, CCAI
2. Programme Officer, CCAI

เพื่อปฏิบัติงาน ณ MRCS นครหลวงเวียงจันทน์ สาธารณรัฐประชาธิปไตยประชาชนลาว โดยผู้สมัครจะต้องมีคุณสมบัติตาม Job description ดังมีรายละเอียดปรากฏในสิ่งที่ส่งมาด้วย

กรมทรัพยากรน้ำ ในฐานะสำนักเลขาธิการคณะกรรมการแม่น้ำโขงแห่งชาติไทย และเป็นหน่วยงานกลางในการประสานงานภายใต้กรอบความร่วมมือ MRC จึงขอเชิญชวนเจ้าหน้าที่ผู้สนใจ และมีคุณสมบัติตรงตาม Job Description ซึ่งสามารถดูรายละเอียดและสามารถ Download MRC Personal History Form ได้จาก www.mrcmekong.org และส่งใบสมัครพร้อมประวัติส่วนบุคคลและรูปถ่ายมายังกรมทรัพยากรน้ำ หรือทาง Email address : nmrc@dwr.mail.go.th และ pkhanittha15@gmail.com ภายในวันที่ 10 สิงหาคม 2553 ทั้งนี้เพื่อกรมทรัพยากรน้ำจะได้ประสานงานให้ MRCS พิจารณาดำเนินการต่อไป

จึงเรียนมาเพื่อโปรดพิจารณา

ขอแสดงความนับถือ

(นางสุดี ปิยะพันธุ์พงศ์)

รองอธิบดี ปฏิบัติราชการแทน
อธิบดีกรมทรัพยากรน้ำ

สำนักประสานความร่วมมือระหว่างประเทศ

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

ไพฑูริย์ ดุณอรรถ

วิลาวัณย์

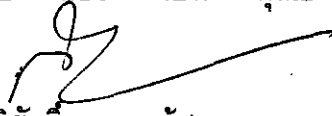
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22 ก.ค. 53

28 ก.ค. 53

๒)เรียน ผอ.สำนัก/กองและหัวหน้าหน่วยงาน

เพื่อโปรดเวียนแจ้งให้ข้าราชการในสังกัดที่มี
คุณสมบัติตรงตามที่กำหนดได้ทราบโดยทั่วกัน
ทั้งนี้ ให้จัดส่งใบสมัครพร้อมประวัติส่วนบุคคลและ
รูปถ่าย ไปยัง กรมทรัพยากรน้ำ หรือทาง Email
address : tnmc@tnmcmekong.org ภายในวันที่
10 สิงหาคม 2553 โดยตรงต่อไป จะเป็นพระคุณยิ่ง


(นายกิตติศักดิ์ หาญกล้า)

อกจ.

28 ก.ค. 53



Mekong River Commission

Office of the Secretariat in Phnom Penh (OSP)
576 National Road, #2, Chok Angre Krom,
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Tel (855-23) 425 353 Fax (855-23) 425 363

Office of the Secretariat in Vientiane (OSV),
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184 Fa Ngoum Road,
P.O. Box 6101, Vientiane, Lao PDR
Tel (856-21) 263 263 Fax (856-21) 263 264

FACSIMILE

REF FAX NO: MK- 0255/10

To: Facsimile No.: 662-298 6605

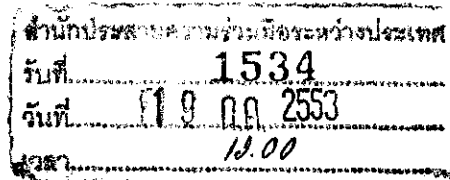
Bangkok, Thailand

Date: 19 July 2010

Number of page(s): 8
(including this page)

Dear Sir,

Subject: Vacancy announcement for 2 positions



The MRC Secretariat would like to recruit 2 vacant positions CCAI Coordinator and Programme Officer, Climate Change and Adaptation Initiative (CCAI), Environment Programme. We would therefore like to forward to you the vacancy announcement and the job descriptions for the above-mentioned positions 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 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 relevant ministries and line agencies.

The closing date for all applications is 10 August 2010. We would appreciate it if you could forward the applications to the MRCS by 24 August 2010 so that the recruitment can be processed according to its timeline.

Thank you for your continued support.

Yours sincerely,

Navuth Te
Officer-In-Charge
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

รับ นอ. สมย.

นางสาวชลิษา

19 Jul 10 15.00

(นางนิษฐ์ 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 dynamic riparian professionals to fill the following position:

1. Programme Officer

Adaptation Planning, Climate Change and Adaptation Initiative (CCAI)

Post level: M-11

2. CCAI Coordinator

Climate Change and Adaptation Initiative

Post level: M-13

These positions are 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: 10 August 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.

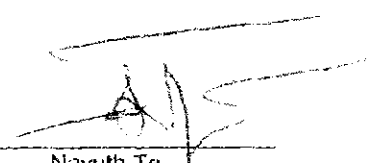
Cambodia National Mekong Committee
23 Mao Tse Toung Road, Phnom Penh, Cambodia
Tel. (855-23) 218 727 Fax. (855-23) 218 506
E-mail: ou_sophanna@cnmc.gov.kh

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@lnmcmekong.org

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

Approved by:


Navuth Te

Officer-in-Charge, MRCS

19 July 2010



Mekong River Commission

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Office of the Chief Executive Officer
184 Fa Ngoum Road,
P.O. Box 6101, Vientiane, Lao PDR
Tel: (856-21) 263 263. Fax: (856-21) 263 264

JOB DESCRIPTION

Updated: 8 July 2010

Title:	CCAI Coordinator
Functional Title:	CCAI Coordinator , Climate Change and Adaptation Initiative
Division:	Environment Division (ENV)
Level:	M-13¹ (Riparian Professional)
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".

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 MRC Joint Committee, a detailed workplan was prepared for the first, intermediate phase of the Initiative until end of 2010 and the First Phase from 2011-2015. Under this framework, the CCAI Office of Climate Change and Adaptation was established within the MRC Environment Division to undertake the coordination and facilitation and drive the process of the CCAI implementation. The implementation started August 1st and the lessons learned from the first 10 months warrant strengthening of the senior management of the implementation particularly with regards to providing leadership and direction, goal setting, management for efficient achievement of set targets and extensive interaction with external and internal partners of the implementation.

3. JOB SUMMARY

Under the overall supervision of the MRCS Chief Executive Officer and direct supervision of the Environment Division Director, the Senior Manager for the CCAI will be responsible for the overall coordination and management of all activities related to technical, administrative and financial aspects of the MRC Climate Change and Adaptation Initiative.

The CCAI Senior Manager will be responsible for achieving all outputs/results of the Initiative and will be accountable for all activities and routine functions. He/She will report to the Environment

Division Director and will work in close collaboration with all relevant MRC Programmes, the NMCs, the concerned national line agencies and other relevant international/regional institutions.

4. KEY TASKS

The incumbent performs the following tasks:

- Heads the Office of Climate Change and Adaptation (OCCA) within the Environment Division, MRC Secretariat;
- Provides leadership and direction for the OCCA Team and manages the staff of the OCCA and provides continuous motivation and periodic evaluation through the annual Performance Appraisal process.
- Provides strategic direction and ensures high quality implementation of the CCAI.
- Establish and maintain close collaboration with external partners and all MRC programmes to ensure the necessary outreach and cross-cutting implementation of the CCAI.
- Manages and coordinates all technical, administrative and financial activities of the CCAI 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 annual workplans and progress and performance reports and other routine reports in accordance with MRC Procedures and specific requirements
- Develops and manages the Initiative's budget; allocates and administers the use of the programme budget with the authorization from Division Director.
- Identifies progressive risks, key and emerging issues which may hamper the implementation of the CCAI, assesses consequences, and selects and implements appropriate response measures when relevant in consultation with the CCAI Steering Committee;
- Prepares Terms of Reference and allocates budgets for employment of staff of the OCCA, international and national consultants, and oversees the recruitment of staff and consultants;
- Coordinates and mobilizes the resource and personnel requirements for the main activities of the CCAI;
- Provides on-the-job training and on-going coaching to the staff of the OCCA in regards to their jobs and responsibilities
- Maintains regular communication with the National Mekong Committees (NMCs), related line agencies, the national experts and other related organizations in riparian countries;
- Undertakes liaison and exchange information with related international and regional programs, projects and initiatives;
- 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.
- Performs any other duties related to the coordination and management of the OCCA, and as assigned by the Environment Division Director and CEO.

5. SCOPE OF AUTHORITY

- (a) **Supervision requirements:** The incumbent supervises all staffs of the Office of Climate Change 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 advice 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:** Communications are wide, both within and outside of the organization, and extensive 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 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, PhD an advantage, 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 15 years relevant experience in work that has relevance to current climate change adaptation challenges and development projects preferably within the context of integrated water resources management;
- Proven ability to effectively implement programmes/projects in a multicultural and international environment, and in particular with the relevant line agencies of the MRC-member countries;
- Proven ability to work through networks and implement activities in a multiple partner context;
- Proven good knowledge on climate change and its impacts on natural systems, economic development and livelihood in the Mekong context, environmental management, climate change adaptation and mitigation;
- 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;
- Experience with and good knowledge of the Mekong Riparian countries and the Mekong River basin and proven experience in working in an international environment;
- 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

Incumbent: _____ (_____) Date: _____

Division Director: _____ (_____) Date: _____

Brief information on remuneration

The remuneration package, *subject to change*, includes: (i) Annual net base salary exempt from tax by Lao authorities, starting from US\$ 41,801 (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) Monthly fluctuation and removable Devaluation Allowance; (v) Contribution of MRC to Health and Accident insurances (on shared basis with employee); (vi) 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 up to a maximum of 6 years.

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



Mekong River Commission

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P.O. Box 6101, Vientiane, Lao PDR
Tel: (856-21) 263 263. Fax: (856-21) 263 264

JOB DESCRIPTION

Updated: 8 July 2010

Title:	Programme Officer
Functional Title:	Programme Officer , Adaptation Planning, Climate Change and Adaptation Initiative (CCAI)
Division:	Environment Division (ENV)
Level:	M-11¹ (Riparian Professional)
Duration:	One-year contract renewable
Location:	Vientiane, Lao PDR
Reporting to:	Senior Manager, CCAI

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".

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 MRC Joint Committee, a detailed workplan was prepared for the first, intermediate phase of the Initiative until end of 2010 and the First Phase from 2011-2015. Under this framework, the CCAI Office of Climate Change and Adaptation was established within the MRC Environment Division to undertake the coordination and facilitation and drive the process of the CCAI implementation. The implementation started August 1st and the lessons learned from the first 10 months warrant strengthening of the staff of the OCCA. The position will focus on adaptation planning particularly capacity building, stakeholder engagement and local demonstration of adaptation planning.

3. JOB SUMMARY

Under the overall supervision of the Environment Division Director and direct supervision of the Senior Manager for the CCAI, the Programme Officer for Adaptation Planning coordinates activities related to capacity building and stakeholder engagement and coordinates adaptation planning at selected local demonstration sites in the LMB Countries implemented by the MRC as well as by implementation partners.

4. KEY TASKS

The incumbent performs the following tasks:

- Provides leadership, technical advice and inputs on climate change adaptation planning focusing on capacity building and stakeholder engagement of the CCAI.
- Provides leadership, technical advice and coordination of the local demonstration of climate change adaptation planning including local demonstration site activities, collaboration with implementation partners on local adaptation planning activities and extraction of lessons learned and upscaling of proven best practices.
- Plans and supervises the implementation of CCAI activities related to local demonstration of adaptation planning, capacity building and stakeholder engagement
- Establishes and maintains close collaboration with external partners and all MRC programmes to ensure the necessary outreach and cross-cutting implementation of the local demonstration of adaptation planning, the capacity building and stakeholder engagement activities of the CCAI.
- Assess the technical quality of activities, outputs and outcomes of the local demonstration of adaptation planning, capacity building and stakeholder engagement activities and suggest changes and revisions as appropriate
- Prepares annual workplans and progress and performance reports and other routine reports in accordance with MRC Procedures and specific requirements on activities related to local demonstration of adaptation planning, capacity building and stakeholder engagement
- Maintains regular communication with the National Mekong Committees (NMCs), related line agencies, national experts and other related organizations in riparian countries on local demonstration of adaptation planning, capacity building and stakeholder engagement for the CCAI;
- Undertakes liaison and exchange information with related international and regional programs, projects and initiatives;
- Performs any other duties as assigned by the supervisor and the Environment Division Director.

5. SCOPE OF AUTHORITY

- (a) **Supervision requirements:** The incumbent has no supervision mandate to the staff of the Office of Climate Change and Adaptation and the 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 delivers qualified technical support under his/her respective activities.
- (c) **Level of problem solving required:** Problem solving can be complex 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.

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 and managing performance.

7. POST-SPECIFIC QUALIFICATIONS

- Master degree or higher in environmental science, rural development or similar with focus on issues of relevance to climate change adaptation and water resources management
- At least 10 years relevant experience in work that has relevance to current climate change adaptation challenges and development projects preferably within the context of integrated water resources management, community based planning and development, capacity building and stakeholder engagement;
- Experience with and ability to work through networks and implement activities in a multiple partner context;
- Experience and good knowledge on climate change, its impacts on natural systems, economic development and livelihood in the Mekong context, community based planning and development, capacity building and stakeholder engagement methodologies directly related to or relevant for climate change adaptation planning;
- Experience within development 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;
- Experience with and good knowledge of the Mekong Riparian countries and the Mekong River basin and experience in working in a multicultural and international environment;
- Fluency in written and spoken English and at least one of MRC riparian languages is essential;

8. SIGNATURES

Incumbent: _____ (_____) Date: _____

Division Director: _____ (_____) Date: _____

Brief information on remuneration

The remuneration package, *subject to change*, includes: (i) Annual net base salary exempt from tax by Lao authorities, starting from US\$ 26,059 (M-11, 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) Monthly fluctuation and removable Devaluation Allowance; (v) Contribution of MRC to Health and Accident insurances (on shared basis with employee); (vi) 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.

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