

ที่ ทส ๐๖๐๖/ก.๑๑๕  
๑๑ ก.พ. ๕๕



เลขที่	5911
วันที่	11 ก.พ. ๕๕
ที่	12:10 น

กรมทรัพยากรน้ำ  
๑๘๐/๓ ถนนพระราม ๖ ซอย ๓๔  
แขวงสามเสนใน เขตพญาไท  
กรุงเทพฯ ๑๐๔๐๐

กุมภาพันธ์ ๒๕๕๕

ที่	ก.พ. 2554 E.5911
วันที่	11 ก.พ.
เวลา	12:10 น.

เรื่อง รับสมัครงานตำแหน่งต่างๆ ของ MRCS ๓ ตำแหน่ง

เรียน อธิบดีกรมประชาสัมพันธ์

สิ่งที่ส่งมาด้วย สำเนาโทรสารสำนักงานเลขาธิการคณะกรรมการแม่น้ำโขง เลขที่ MK- OSV ๐๑๙/๑๑  
ลงวันที่ ๓ กุมภาพันธ์ ๒๕๕๕ พร้อมรายละเอียด Job Description รวมจำนวน ๔ หน้า

ด้วย สำนักงานเลขาธิการคณะกรรมการแม่น้ำโขง (Mekong River Commission Secretariat : MRCS) มีความประสงค์จะรับสมัครงานตำแหน่งต่างๆ ๓ ตำแหน่ง คือ

๑. Programme Officer, Information Management ประจำโครงการพัฒนาไฟฟ้าพลังน้ำ  
กองวางแผน ปฏิบัติงาน ณ สาธารณรัฐประชาธิปไตยประชาชนลาว

๒. Finance Officer cum Internal Auditor ประจำฝ่ายการเงิน ปฏิบัติงาน ณ สาธารณรัฐ  
ประชาธิปไตยประชาชนลาว

๓. Senior Specialist, Aquaculture ประจำแผนงานประมง กองปฏิบัติการ ปฏิบัติงาน  
ณ ราชอาณาจักรกัมพูชา

โดยผู้สมัครจะต้องมีคุณสมบัติตาม Job description ดังมีรายละเอียดปรากฏในสิ่งที่ส่งมาด้วย

กรมทรัพยากรน้ำ ในฐานะสำนักเลขาธิการคณะกรรมการแม่น้ำโขงแห่งชาติไทย และ  
เป็นหน่วยงานกลางในการประสานงานภายใต้กรอบความร่วมมือ MRC จึงขอเชิญชวนเจ้าหน้าที่ผู้สนใจ  
และมีคุณสมบัติตรงตาม Job Description ซึ่งสามารถดูรายละเอียดและสามารถ Download MRC  
Personal History Form ได้จาก [www.mrcmekong.org](http://www.mrcmekong.org) และส่งใบสมัครพร้อมประวัติส่วนบุคคลและ  
รูปถ่ายไปยังกรมทรัพยากรน้ำ หรือทาง Email address : [tomc@dwr.mail.go.th](mailto:tomc@dwr.mail.go.th) ภายในวันที่ ๒๕  
กุมภาพันธ์ ๒๕๕๕ ทั้งนี้ เพื่อกรมทรัพยากรน้ำจะได้ประสานงานให้ MRCS พิจารณาดำเนินการต่อไป

จึงเรียนมาเพื่อโปรดพิจารณา

ขอแสดงความนับถือ

(นายชัยพร ศิริพรโพบูลย์)  
รองอธิบดี ปฏิบัติราชการแทน  
อธิบดีกรมทรัพยากรน้ำ

เรียน คุณอรรถวิทย์  
วิไลวัฒนา  
๑๕ ก.พ. ๕๕

สำนักประสานความร่วมมือระหว่างประเทศ  
โทร. ๐ ๒๒๗๑ ๖๐๐๐ ต่อ ๖๖๑๗, โทรสาร. ๐ ๒๒๗๑ ๖๑๖๕

กษบ. ๕๙๖  
๑๑ ก.พ. ๕๕

๒) เรียน ผอ.สำนัก/ผอ.กอง และหัวหน้าหน่วยงาน

เพื่อโปรดเวียนแจ้งให้ข้าราชการในสังกัดที่มี  
คุณสมบัติตรงตามที่กำหนดได้ทราบโดยทั่วกันทั้งนี้ให้  
จัดส่งใบสมัครพร้อมประวัติส่วนตัวบุคคลและรูปถ่าย  
ไปยัง กรมทรัพยากรน้ำ หรือ ทาง Email address:  
[tnmc@dwv.mail.go.th](mailto:tnmc@dwv.mail.go.th) ภายในวันที่ ๒๕ กุมภาพันธ์  
๒๕๕๔ โดยตรงต่อไป จะเป็นพระคุณยิ่ง



(นายกิตติศักดิ์ หาญกล้า)

อกจ.

๑๔ ก.พ. ๕๔



# Mekong River Commission

Office of the Secretariat in Phnom Penh (OSP)  
576 National Road, #2, Chok Angre Krom,  
P.O. Box 623, Phnom Penh, Cambodia  
Tel: (855-23) 425 353, Fax: (855-23) 425 363

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

## FACSIMILE

REF FAX NO: MK- OSV017/11

To: Facsimile No.: 662-298 6605

Bangkok, Thailand

Date: 3 February 2011

Number of page(s): 13  
(including this page)

Dear Sir,

**Subject: Vacancy announcement for three Riparian Professional positions**

The MRC Secretariat would like to forward to you the vacancy announcement and the job descriptions of the following positions for your kind consideration and action.

- Programme Officer, Information Management, Initiative on Sustainable Hydropower (ISH), PD
- Finance Officer cum Internal Auditor, FAS
- Senior Specialist, Aquaculture, Fisheries Programme, OPD (Re-announcement)

The vacancies announcement will soon be advertised in The Nation newspaper. In order to access a larger pool of candidates, the Secretariat will post the vacancies on well-known national job-listing websites including [www.jobsdb.com](http://www.jobsdb.com), [www.jobthai.com](http://www.jobthai.com), MRCS Recruitment Channels Network, and will obtain the applications of potential candidates from head-hunting companies. We would be grateful if you could widely and actively distribute these vacancies to relevant ministries and line agencies.

The closing date for all applications is 25 February 2011. We would appreciate it if you could forward the applications to the MRCS by 11 March 2011 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

300 000. 000.

10000000

8 AWS 4

(นายวิเชียร รามสุวรรณ)

ผู้อำนวยการสำนักประสานความร่วมมือระหว่างประเทศ

1/1



## **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 professionals to fill the following positions:

### **1. Programme Officer, Information Management**

*Initiative on Sustainable Hydropower, Planning Division*

**Post level: M-10**

*(The position is based in the office of the secretariat in Vientiane, Lao PDR)*

### **2. Finance Officer cum Internal Auditor**

*Finance and Administrative Section*

**Post level: M-11**

*(The position is based in the office of the secretariat in Vientiane, Lao PDR)*

### **3. Senior Specialist, Aquaculture**

*Fisheries Programme, Operations Division*

**Post level: M-12 (Re-announcement)**

*(The position is based in the Office of the Secretariat in Phnom Penh, Cambodia)*

The job descriptions 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: 25 FEBRUARY 2011**

#### **Application procedures:**

Only nationals of Cambodia, Lao PDR, Thailand and Viet Nam are eligible to apply. The application should include (i) a cover letter outlining clearly how the candidate meets the requirements of the position, (ii) a detailed CV, and (iii) MRC Personal History Form. The position title and section/division must be indicated in the cover letter. The application should be sent to the National Mekong Committee in the applicant's home country.

**Cambodia National Mekong Committee**  
P.O.Box 623, 364 Monivong Blvd.,  
Sangkat Phsar Doerm Thkouv, Khan Chamkar  
Mon, Phnom Penh, Cambodia  
Tel. (855-23) 216 614 Fax. (855-23) 218 506  
E-mail: [ou\\_sophanna@cnmc.gov.kh](mailto: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@lnmc.gov.la](mailto:lnmc@lnmc.gov.la)

**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 6805  
E-mail: [lnmc@dwr.mail.go.th](mailto:lnmc@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](mailto:vnmc.personnel@gmail.com)



# Mekong River Commission

Office of the Secretariat in Phnom Penh (OSP)  
576 National Road, #2, Chok Angre Kram,  
P.O. Box 623, Phnom Penh, Cambodia  
Tel: (855-23) 425 353, Fax: (855-23) 425 363

Office of the Secretariat in Vientiane (OSV),  
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: February 2011*

**Title:** Programme Officer  
**Functional Title:** Information Management Programme Officer, Initiative on Sustainable Hydropower  
**Division:** Initiative on Sustainable Hydropower, Planning Division  
**Level of post:** M-10<sup>1</sup> (Riparian Professional Staff)  
**Location:** MRC Secretariat, Vientiane, Lao PDR  
**Reporting to:** Initiative on Sustainable Hydropower Task Leader.

### 1. THE MEKONG RIVER COMMISSION

The Mekong River Commission (MRC) was established under 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. 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."

### 2. THE PLANNING DIVISION/ Initiative on Sustainable Hydropower (ISH)

The Planning Division works towards the implementation of MRC's core programmes Basin Development Plan (BDP) Programme and the Mekong Integrated Water Resources Management Project (M-IWRM Project) and sector programmes (Initiative on Sustainable Hydropower and Watershed Management Project).

#### The Initiative on Sustainable Hydropower

The 2011-2015 work plan extends the approach adopted in 2009-2010 aimed at improving cooperation between Member Countries, being more proactive, responsive and outward looking in bringing sustainable hydropower considerations into policy and practice in support of river basin management functions.

The MRC-ISH will continue to provide a "platform" for collaborative development, sharing and disseminating good practice which is now being increasingly accepted; This strategy has promoted different forms of partnership approaches which have so far proved to be effective and fundamental for cooperation and have received stakeholder acceptance and support producing optimistic results leading such as: Key hydropower sustainability assessment (flexible) tools which are largely ready for project-level and basin / sub-basin applications; Awareness of the value taking steps to advance sustainable hydropower considerations in implementing the 1995 Agreement is growing; share of Technical knowledge with developers and operators on safeguards for design and operations (environmental, social and dam safety); Establishment of MRC hydropower database and knowledge base; Establishment and dissemination of Preliminary Design Guidance; Assistance to MRC Member

hydropower outcomes relevant to environment and social assessment a parameters and hydropower operations, and monitoring hydropower project development as regard to trends, influences, risks and opportunities.

Consequently, the ISH/MRC will continue and emphasize its efforts to catalyze and build capacity within MRCS, NMCs and line agencies falling under the remit of the 1995 Mekong Agreement.

### 3. JOB SUMMARY

Under the overall guidance of the Director of Planning Division and direct supervision of the ISH Initiative task Leader, the Programme Officer is responsible for the coordination and monitoring of the implementation of the ISH activities. These activities are aiming at improving dialogue, awareness raising, communication and capacity building to promote sustainable hydropower considerations and practices.

### 4. KEY TASKS:

This position includes the following tasks:

- Takes primary responsibility to ensure the MRC Hydropower database is updated and improved to reflect evolving requirements and uses for the database and information, in particular output identified under the Outcome Capacity Building and Knowledge Base Support;
- Facilitates inter-institutional co-ordination and collaboration, and secure full involvement of the appropriate management levels;
- Assists in the organisation, planning and implementation of all outputs of ISH, including surveys and analysis and compilation of existing information;
- Works as a team member in the overall planning, implementation management and reporting of ISH activities;
- Reviews and edits (as necessary) technical reports pertaining to the ISH outputs;
- Assists, supervises and evaluates consultants and technical advisers in the implementation of ISH activities;
- Manages administrative tasks related to key duties (preparation/reviewing TORs, draft reports, etc.); and
- Performs other related duties as assigned by the supervisor.

### 5. SCOPE OF AUTHORITY

- **Supervision requirements:** The position has no immediate supervisory responsibilities, but the incumbent may be asked to supervise short-term contracted staff, and be responsible for his/her outputs and performance appraisal in line with MRC regulations.
- **Level of autonomy:** Large decisions are recommendatory, subject to final approval by the ISH Task Leader. However, the position has involvement in planning, reporting and financial management of activities in MRC member countries.
- **Level of problem solving required:** Problems are generally solved by referring to established precedents and MRC Manuals.
- **Level and type of communications required:** Communications are wide, both within and outside of the organisation. Some written reporting is required.

### 6. COMPETENCE REQUIREMENTS

- **Core Values:** Integrity, professionalism and respect for diversity.

- **Core Competencies:** Communication, teamwork, planning and organising, accountability, creativity, client orientation, commitment to continuous learning, and technological awareness.

## 7. POST-SPECIFIC QUALIFICATIONS

The incumbent is required to own the following knowledge and skills:

- A university degree (minimum BSc) required in field related to the sustainable development of hydropower including engineering, natural resources management or similar;
- At least five years of practical working experience related to Hydropower data and information management with strong skill related to the use of Geographic Information System and Database management software are essential.
- Ability to work in an international environment and to travel regularly in the riparian countries;
- Adequate knowledge and experience related to project planning and management.

**Language:** Very good knowledge of written and spoken English and at least one national riparian language are pre-requisites.

**Remark:** The funding for this position is from the Government of Belgium aiming at promoting the pro activeness, responsiveness and outward look in bringing sustainable hydropower considerations into policy and practice in support of river basin management functions. The current funding is secured until 2012.

## 8. SIGNATURES

Incumbent: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

Division Director: \_\_\_\_\_ Date: \_\_\_\_\_

### i 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\$ 21,391.00 (M-10, step I); (ii) Monthly fluctuation and removable Devaluation Allowance (10% of basic salary for the month of Jan 11); (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 MRC'S RESERVES THE RIGHT TO APPOINT A CANDIDATE AT A LEVEL LOWER THAN THE ADVERTIZED LEVEL OF THE POST.



# Mekong River Commission

Office of the Secretariat in Phnom Penh (OSP)  
376 National Road, #2, Chak Angre Kram,  
P.O. Box 623, Phnom Penh, Cambodia  
Tel: (855-23) 425 353. Fax: (855-23) 425 363

Office of the Secretariat in Vientiane (OSV),  
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: January 2011*

**Post title:** Finance Officer cum Internal Auditor  
**Division:** Finance and Administration Section (FAS)  
**Post Level:** M-11<sup>1</sup> (Riparian Professional Personnel)  
**Location:** MRC Secretariat, Vientiane, Lao PDR  
**Reporting to:** Chief of Finance and Administration Section

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

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

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

From 1 July 2010, the Secretariat started to implement the co-hosted location mechanism under which there will be two offices: one in Vientiane (OSV) and one in Phnom Penh (OSP).

### 2. FINANCE AND ADMINISTRATION SECTION

Its role is to provide the secretariat and operational programmes with modern and highly efficient financial, administrative, personnel, logistical, facilities management, information technology and communication support. The section is also responsible for interacting effectively on such matters with the National Mekong Committees, riparian national agencies, international agencies and donor communities.

#### FINANCE UNIT

An efficient and proactive unit securing sound financial management in MRC, and providing high quality, accurate, available and timely financial information and services towards the Management, the Programme and the Donors of MRC.



### 3. JOB SUMMARY

Under the direct supervision of the Chief of Finance and Administration Section, the incumbent is responsible for the budget management, financial planning and internal control matters of the MRC. The incumbent ensures that the budget, financial and internal control procedures, policies and practices are complied at the MRC. The incumbent also assists maintaining and developing the Solomon accountancy software, both for optimal technical performance and for production of adequate output.

### 4. KEY TASKS

The incumbent performs the following tasks:

#### **Audit:**

- Prepare quarterly/annual internal audit plans and execute projects in accordance with the plans to ensure that audit work is completed and documented in accordance with required standards; The audit work should cover both OSP and OSV to ensure that financial transactions are properly recorded and followed the MRC financial and admin manuals and internal procedures related to administrative and management actions of the OSP and the OSV;
- Write audit reports/ detailed internal control recommendations that include practical and value added recommendations to improve financial risk management practices;
- Perform follow-up activities of reported audit issues to ensure that recommended actions are taken within the agreed deadline which also include corrective actions recommended by external auditors;
- Take lead in the preparation and during the implementation of the annual external audit;
- Take lead in any financial or compliance audit required by development partners;
- Implement ad hoc internal audits as and when required.

#### **Cash flow & financial planning:**

- Monitor MRC cash flow and take appropriate and timely action to replenish donor funds and other contributions including cash for OSP monthly operation;
- Co-ordinate, analyse and update all financial information for donor funded activities in cooperation with relevant project officers;
- In coordination with all programmes, prepare consolidated bi-annual financial plan reports for the whole MRCS;

#### **Coaching:**

- Coach and assist finance assistants and review their work at the OSV;
- Conduct orientation to new OSV based staff on financial system (Solomon) and Finance and Administrative procedures;
- Advise MRCS programme officers on budgetary and other finance related issues.

**Others:**

- Perform cost analysis and investigation as required by the Chief FAS;
- Review and report on the accuracy, timeliness and relevance of financial and other information that is provided for management;
- Regularly update the Financial manual;
- Perform other duties related to post as required by the supervisor.

**5. SCOPE OF AUTHORITY**

- (a) **Supervision requirements:** The position supervises and oversees work of finance staffs at OSP and is responsible for their outputs, on the job training and performance evaluation.
- (b) **Level of autonomy:** Decision making is recommendatory, except for those made clearly in line with MRC policies and procedures. The position does not administer a budget, yet has responsibility for ensuring the financial accountability of MRC.
- (c) **Level of problem solving required:** The problem solving is complex and the incumbent must display sensitivity, initiative and creativity.
- (d) **Level and type of communications required:** Communications are wide, within and outside the organization, and extensive written communications are required.

**6. COMPETENCE REQUIREMENTS**

*Core Values:* Integrity, Professionalism and Respect for Diversity.

*Core Competencies:* Communication, Teamwork, Planning & Organising, Reliability and Accountability, Creativity, Client Orientation, Commitment to Continuous Learning, Technological Awareness and Result Oriented.

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

**7. POST-SPECIFIC QUALIFICATIONS**

- University degree in Finance, Accounting, Auditing and/or Business Administration, or equivalent combination of education, training and experience. Advanced degree desirable;
- At least seven years progressive experience in accounting, auditing or financial work, including computerised financial accounting systems, with proven track record in management, preferably in international organisations;
- Experience in multi-projects financial management;
- Computer literate, good knowledge of accountancy software is essential (knowledge of SOLOMON is an advantage);
- Ability to prepare and conduct training on internal control and financial processes
- Ability to work under pressure and meet deadlines;

## 8. SIGNATURES

Incumbent: \_\_\_\_\_

Date: \_\_\_\_\_

Chief of FAS: \_\_\_\_\_

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\$ 26,580 (M-11, step 1); (ii) Monthly fluctuation and removable Devaluation Allowance (10% of basic salary for the month of Jan 2011); (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*.