

ที่ ทส ๐๖๐๖/ ๖.๒๔๖



เลขที่	11897
วันที่	21 มี.ค. 51
เวลา	13-23 น.

กรมทรัพยากรน้ำ

๑๘๐/๓ ถนนพระราม ๖ ซอย ๓๔

สามเสนใน เขตพญาไท

กรุงเทพฯ ๑๐๔๐๐

๑๘ มีนาคม ๒๕๕๔

เรื่อง รับสมัครงานตำแหน่ง IWRM Capacity Building Programme Officer

๑ เรียน อธิบดีกรมประชาสัมพันธ์

กอง	ที่ 11897
วส	2554
วันที่	21/3/51
ผู้รับ	
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สิ่งที่ส่งมาด้วย สำเนาโทรสารสำนักงานเลขาธิการคณะกรรมการแม่น้ำโขง เลขที่ MK- OSV ๐๓๓/๑๑  
ลงวันที่ ๑ มีนาคม ๒๕๕๔ พร้อมรายละเอียด Job Description รวมจำนวน ๖ หน้า

ด้วย สำนักงานเลขาธิการคณะกรรมการแม่น้ำโขง (Mekong River Commission Secretariat : MRCS) มีความประสงค์จะรับสมัครงานตำแหน่ง IWRM Capacity Building Programme Officer ประจำฝ่ายทรัพยากรบุคคล ปฏิบัติงาน 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](http://www.mrcmekong.org) และส่งใบสมัครพร้อมประวัติส่วนบุคคลและรูปถ่ายมายังกรมทรัพยากรน้ำ หรือทาง Email address : [tnmcc@dw.mail.go.th](mailto:tnmcc@dw.mail.go.th) ภายในวันที่ ๒๘ มีนาคม ๒๕๕๔ ทั้งนี้เพื่อกรมทรัพยากรน้ำจะได้ประสานงานให้ MRCS พิจารณาดำเนินการต่อไป

จึงเรียนมาเพื่อโปรดพิจารณา

ขอแสดงความนับถือ

(นายชัยพร ศิริพรไพบูลย์)


รองอธิบดี ปฏิบัติราชการแทน

อธิบดีกรมทรัพยากรน้ำ

สำนักประสานความร่วมมือระหว่างประเทศ

โทร. ๐ ๒๒๗๑ ๖๐๐๐ ต่อ ๖๑๑๗ โทรสาร. ๐ ๒๒๗๑ ๖๑๖๕

② เริ่ม บอ.สำนัก,บอ.ทอง และหัวหน้าหน่วยงาน  
เพื่อไปรททรมและกรุณาแจ้งให้เจ้าหน้าที่  
ในหน่วยงาน ทราบด้วย จะเป็นพระคุณยิ่ง

  
(นางกิตติศักดิ์ หาญกล้า)

อภ.  
๒๖ ส.ค. ๕๔

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# Mekong River Commission

Office of the Secretariat in Phnom Penh (OSP)  
576 National Road, #2, Chak 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 Ngoum Road,  
P.O. Box 6101, Vientiane, Lao PDR  
Tel: (856-21) 263 263. Fax: (856-21) 263 264

## FACSIMILE

REF FAX NO: MK- OSV033/11

To: Facsimile No.: 662-298 6605

Bangkok, Thailand

Date: 1 March 2011

Number of page(s): 06  
(including this page)

Dear Sir,

**Subject: Vacancy announcement for IWRM Capacity Building Programme Officer  
(Re-announcement)**

The MRC Secretariat would like to re-announce an Integrated Water Resource Management (IWRM) Capacity Building Programme Officer, attached to the Human Resources Section. 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 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 this vacancy to relevant ministries and line agencies.

The closing date for all applications is 28 March 2011. We would appreciate it if you could forward the applications to the MRCS by 11 April 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



## **Mekong River Commission**

The role of MRC is to promote and coordinate sustainable management and development of water and related resources for the countries mutual benefit and the peoples' well being

MRC Secretariat is looking for a high caliber candidate to fill the following position:

### **Capacity Building Programme Officer** **Integrated Capacity Building Programme** **Post level: M-11 (Re-announcement)**

Annual base salary exempt from tax by local authorities, in a range starting at US\$ 26,580 plus other attractive benefits

The Capacity Building Programme Officer will be responsible for capacities building activities related to integrated water resource management (IWRM). He/she will be working in coordination with the MRC programmes and MRC Member Countries and its line agencies. The position is based at the Office of the Secretariat in Vientiane, Lao PDR, with some travel to member countries.

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: 7 APRIL 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, 384 Monivong Blvd.,  
Sangkat Phsar Doerm Thkouv, Khan Chamkar  
Mon. Phnom Penh, Cambodia  
Tel. (855-23) 216 514 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 6605  
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

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Tel: (856-21) 263 263. Fax: (856-21) 263 264

## JOB DESCRIPTION

**Title:** Programme Officer  
**Functional Title:** Integrated Water Resource Management (IWRM) Capacity Building Programme Officer,  
**Programme/Section:** Integrated Capacity Building Programme, Human Resources Section  
**Level:** M-11<sup>1</sup> (Riparian professional)  
**Contract type:** Fixed-term appointment  
**Duration:** One-year contract renewable  
**Location:** MRC Secretariat, Vientiane, Lao PDR  
**Reporting to:** Programme Coordinator, ICBP

Updated: March 2011

### 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, the 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 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 HUMAN RESOURCES SECTION (HRS)

The Section aims to ensure the development of the right skills, competencies, and organizational culture in the MRC to support full implementation of the Strategic Plan. HRS includes the Integrated Capacity Building Programme. The Section is to provide the Secretariat and operational programmes with modern and highly efficient personnel support. The Section is also responsible for interacting effectively on such matters with the National Mekong Committees (NMCs), riparian national agencies, international agencies and donor communities.

### 3. INTEGRATED CAPACITY BUILDING PROGRAMME (ICBP)

To ensure the effective and sustainable development of the water and environmental resources in the Lower Mekong region according to the shared concepts of integrated water resources management, it is vital to develop the capacity of the MRC organisations and their staff. Capacity development and the development of a capacity building unit which will integrate all capacity building of the MRC is a long term process which will extend past the duration of the 2009 - 2013 programme. The goal of the ICBP programme is to significantly increase the effectiveness of the MRC, the National Mekong Committees (NMCs) and prioritised national agencies in ensuring the sustainable development of the Mekong and related resources. The objective of the programme is that the "MRC, NMCs and prioritised national agencies demonstrate an increased level of capacity to contribute to MRC objectives"<sup>1</sup>.

The ICBP team is made up of the ICBP Coordinator, the Chief Technical Advisor, five Programme Officers (POs) and the support staff working at the MRCS offices in Vientiane and Phnom Penh and the national ICBP Coordinators in each of the NMCs. The IWRM Capacity Building PO will work closely with other team members and with the team implementing the Mekong IWRM project.

<sup>1</sup> Objectives refer to the MRC objectives as set out in the Agreement on the cooperation for the sustainable development of the Mekong River Basin from April 1995 and in subsequent Strategic Plans

#### 4. JOB SUMMARY

Under the supervision of the Programme Coordinator, the IWRM Capacity Building Programme Officer will be responsible for IWRM related capacity building activities under the ICB programme.

#### 5. KEY TASKS

The Programme Officer performs the following tasks:

##### 2.1 Integrated Water Resource Management (IWRM) Competencies

- In collaboration with the Organisational Development Programme Officer and the Planning, Monitoring and Communication Programme Officer to:
  - facilitate the finalisation and application of the MRC competency framework, especially in the knowledge and transfer process for riparianisation,
  - facilitate different awareness raising, IWRM competencies gaps analysis and training at regional and national levels,
  - monitor the IWRM competencies framework application.
- Responsible for competencies assessment of MRCS staff and update the competencies framework annually,
- Propose to continuously improve and update the MRC competencies framework to meet the needs of a world class river basin organisation.
- Acts as the focal point for IWRM capacity building related activities under the ICB programme;
- Works in collaboration with the MRCS programmes and the NMCs to identify priority IWRM related capacity building needs;
- In collaboration with MRC programmes and NMCSs, designs appropriate capacity building approaches to address priority needs;
- Contributes to the development of IWRM related capacity building materials and processes;
- Monitoring the quality of IWRM training courses organised by ICBP
- Develop tools to support the monitoring of IWRM training, exposures, exchange visits, etc. within MRC
- Document good IWRM cases in the region and elaborate on using and sharing.
- When necessary, acts as a co-trainer and or facilitator of IWRM related trainings and workshops;
- Provides back-stopping support to networks of IWRM trainers at the national level;

##### 2.2 Murray Darling Basin Authority (MDBA) Strategic Liason Partnership

- Manages the MDBA Strategic Liaison Partnership activities;
- Facilitate the quality learning, exchange and sharing process
- Monitor and manage inputs and feedback from MRC programmes and Member Countries

##### 2.3 JRP project

- Supervise the quality of IWRM training courses and on the job training of the JRPs;
- Make sure JRPs in both two office (OSP, OSV) have the adequate support from HRD PO and Project Assistant;
- Support HRD PO to plan, implement, manage and monitor effectively and efficiently the JRP project.

##### 2.4 Creation a learning environment within MRC on IWRM and related disciplines in relation to knowledge and skills transfer (for riparianisation)

- Contributes to the development and maintenance of a regional network of IWRM related education and training institutions;
- Arranges IWRM related seminars and informal discussion groups at MRCS;
- Moderates and monitors networks and mentoring groups;
- Work in close consultation with the Organisational Development PO and the Planning, Monitoring and Communication Programme Officer to monitor the riparianisation process;
- Provides input to the orientations for new staff of MRCS in relation to IWRM.

## **2.5 In charge of the quality results of Outcome 1**

- Provides advice on capacity building methodologies and processes on IWRM to programmes and NMCSs;
- Cooperates and coordinates with NMCs to facilitate the achievement of the ICBP outcome 1;
- In collaboration with responsible units, develop TORs, selects and monitors contracts with service providers related to outcome 1 consultancy needs;
- Be sure gender equality is mainstreamed and tools for mainstreaming are made available for IWRM trainings and competencies development.

## **2.6 Monitoring and evaluation of Outcome 1 implementation and management**

- Contributes to overall programme communication and monitoring and evaluation as related to Outcome 1 portfolio of activities;
- Prepares work plans, reports and other relevant documentation to contribute to the overall ICBP implementation according to requirements.

## **2.7 Financial management of Outcome 1**

- Be responsible for financial planning, spending, and managing of the Outcome 1's budget including JRP project.
- Propose adjustment when and as necessary for budget reallocation for Outcome 1

## **2.8 Other general management tasks**

- Takes part in meetings, workshops and training as appropriate and agreed with supervisors;
- Performs related tasks as requested by ICBP Coordinator

## **6. SCOPE OF AUTHORITY**

- a) **Supervision requirements:** The incumbent does not have any supervisory responsibilities.
- b) **Level of autonomy:** Decision-making is subject to consultation with Section Chief (ICBP Programme coordinator).
- c) **Level of problem solving required:** Problem solving can be complex and the incumbent must display sensitivity, initiative and creativity.
- d) **Level and type of communications required:** Communications are wide, both within and outside of the organisation, and a routine written documentation is required of the position.

## **7. 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.

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

## **8. ESSENTIAL REQUIREMENTS**

- National of Cambodia, Lao PDR, Thailand or Viet Nam;
- Master's Degree in Integrated Water Resources Management, Environmental/Natural Resources Management or related fields;
- At least 8 years working experience working in the environment/natural resources development sector and, in particular in capacity building/training in the natural resources sector;
- Experience in development project planning, budget management and reporting; and
- Fluency in English both written and spoken is required.

**9. DESIRED POST-SPECIFIC QUALIFICATIONS:**

- Strong understanding of integrated water resource management
- Proven track record in design and implementing a development processes
- Extensive training and facilitation experience, especially in multi-cultural settings;
- Ability to work comfortably with senior officials, consultants and experts; and
- Experience in the network of organisations/institutions/government contacts.

**10. SIGNATURES**

The incumbent:

\_\_\_\_\_

\_\_\_\_\_ (date)

Programme Coordinator:

\_\_\_\_\_

\_\_\_\_\_ (date)

**Brief information on remuneration**

The remuneration package, *subject to change*, includes (i) annual net base salary exempt from tax by Lao authorities, starting at US\$ 26,580.00 (M-11, step I); (ii) Monthly fluctuation and removable Devaluation Allowance (10% of basic salary for the month of March 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 MRCS RESERVES THE RIGHT TO APPOINT A CANDIDATE AT A LEVEL LOWER THAN THE ADVERTIZED LEVEL OF THE POST.