

ด่วนมาก
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กรมประชาสัมพันธ์
เลขรับ 25549
วันที่ 27/06/54
เวลา 14:08 น.

กรมทรัพยากรน้ำ

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แขวงสามเสนใน เขตพญาไท
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เรื่อง รับสมัครงานตำแหน่งต่างๆ ของ MRCS ๔ ตำแหน่ง

เรียน อธิบดีกรมประชาสัมพันธ์

สิ่งที่ส่งมาด้วย สำเนาโทรสารสำนักงานเลขาธิการคณะกรรมการแม่น้ำโขง เลขที่ MK- OSV ๐๗๕/๑๑
ลงวันที่ ๙ มิถุนายน ๒๕๕๔ พร้อมรายละเอียด Job Description รวมจำนวน ๑๗ หน้า

ด้วย สำนักงานเลขาธิการคณะกรรมการแม่น้ำโขง (Mekong River Commission Secretariat : MRCS) มีความประสงค์จะรับสมัครงานตำแหน่งต่างๆ ๔ ตำแหน่ง คือ

๑. Senior Hydrologist ประจำแผนงานการบริหารจัดการองค์ความรู้และข้อมูลข่าวสาร
กองสนับสนุนวิชาการ ปฏิบัติงาน ณ ราชอาณาจักรกัมพูชา

๒. Senior Specialist for Monitoring and Evaluation ประจำหน่วยประสาน
ด้านวิชาการ ปฏิบัติงาน ณ สาธารณรัฐประชาธิปไตยประชาชนลาว

๓. Specialist for Aquaculture ประจำแผนงานประมง กองปฏิบัติการ ปฏิบัติงาน
ณ ราชอาณาจักรกัมพูชา

๔. Financial Analyst/Internal Auditor ประจำฝ่ายบริหารและการเงิน ปฏิบัติงาน
ณ สาธารณรัฐประชาธิปไตยประชาชนลาว

โดยผู้สมัครจะต้องมีคุณสมบัติตาม Job description ดังมีรายละเอียดปรากฏในสิ่งที่ส่งมาด้วย

กรมทรัพยากรน้ำ ในฐานะสำนักเลขาธิการคณะกรรมการแม่น้ำโขงแห่งชาตินี้ และ
เป็นหน่วยงานกลางในการประสานงานภายใต้กรอบความร่วมมือ MRC จึงขอเชิญชวนเจ้าหน้าที่ผู้สนใจ
และมีคุณสมบัติตรงตาม Job Description ซึ่งสามารถดูรายละเอียดและสามารถ Download MRC
Personal History Form ได้จาก www.mrcmekong.org และส่งใบสมัครพร้อมประวัติส่วนบุคคล
และรูปถ่ายมายังกรมทรัพยากรน้ำ หรือทาง Email address : tnmc@dwr.mail.go.th ภายในวันที่ ๑๒
กรกฎาคม ๒๕๕๔ ทั้งนี้ เพื่อกรมทรัพยากรน้ำจะได้ประสานงานให้ MRCS พิจารณาดำเนินการต่อไป

จึงเรียนมาเพื่อโปรดพิจารณา

ขอแสดงความนับถือ

(นายชัยพร ศิริพรไพบุลย์)

รองอธิบดี ปฏิบัติราชการแทน

อธิบดีกรมทรัพยากรน้ำ

สำนักประสานความร่วมมือระหว่างประเทศ

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

- ② เวียน ผอ.สำนัก., ผอ.กอง และหัวหน้าหน่วยงาน
เพื่อไปรศทรวามและกรรมาแจ้งให้เจ้าหน้าที่ในสังกัดทราบ
โดยทั่วกันด้วย จะเป็นพระคุณยิ่ง


(นายภิตติศักดิ์ หาญกล้า)

อกร.

29 มิ.ย. 2554



Mekong River Commission

Office of the Secretariat in Phnom Penh (OSV)
176 National Road, 12, Choe Angreithon,
P.O. Box 605, Phnom Penh, Cambodia
Tel: (855-23) 120 533 135 (855-23) 125 115

Office of the Secretariat in Vientiane (OSV)
Office of the Secretariat in Vientiane (OSV)
18, Thongkham Road,
P.O. Box 100, Vientiane, Laos PDR
Tel: (856-21) 253 000 135 (856-21) 253 000

FACSIMILE

REF FAX NO: MK- OSV 075/11

To: Facsimile No.: 662-298 6605

Bangkok, Thailand

Date: 9 June 2011

Number of page(s): 17
(including this page)

Dear Sir,

Subject: Vacancy announcement for four 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.

- Senior Hydrologist, Information and Knowledge Management Programme, Technical Support Division (re-announcement)
- Senior Specialist for Monitoring and Evaluation, Technical Coordination Unit
- Specialist for Aquaculture, Fisheries Programme, Operation Division (re-announcement)
- Financial Analyst/ Internal Auditor, Finance and Administration Section (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.jobshb.com, 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 12 July 2011. We would appreciate it if you could forward the applications to the MRCS by 26 July 2011 so that the recruitment can be processed according to its timeline.

Thank you for your continued support.

Yours sincerely,

Vitheth Samneth

for Pich Dun
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

1/17



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 people's well-being

MRC Secretariat is now recruiting highly qualified candidates for the positions of

1. Senior Hydrologist

Information and Knowledge Management Programme, Technical Support Division

Post level: M-12 (Re-announcement)

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

2. Senior Specialist for Monitoring and Evaluation

Technical Coordination Unit

Post level: M-12

(The position is based in the Office of the Secretariat in Vientiane, Lao PDR)

3. Specialist for Aquaculture

Fisheries Programme, Operations Division

Post level: M-11 (Re-announcement)

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

4. Financial Analyst/ Internal Auditor

Finance and Administration Section

Post level: M-11 (Re-announcement)

(The position is based in the Office of the Secretariat in Vientiane, Lao PDR)

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: 12 July 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 Dœrm Thkouv, Khan Chamkar
Mon, Phnom Penh, Cambodia
Tel. (855-23) 216 514 Fax. (855-23) 218 508
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: lanmc@lannmc.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: 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 6829
E-mail: vnmcc.personnel@gmail.com



Mekong River Commission

Office of the Secretariat in Phnom Penh (OSP)
574 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, Loto
#4 To Ngum Road,
P.O. Box 610, Vientiane, Lao PDR
Tel: (856-21) 264 263, Fax: (856-21) 264 264

Job Description

Update: May 2011

Title:	Senior Specialist
Functional Title:	Monitoring and Evaluation Specialist
Programme/Section:	Technical Coordination Unit
Level:	M-12' (Riparian professional)
Contract type:	Fixed-term appointment
Duration:	One-year contract renewable
Location:	Office of the Secretariat, Vientiane, Lao PDR
Reporting to:	Technical Coordination Advisor

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, 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."

1. The Performance Management Team

The MRC has committed itself to being an efficient and effective organisation and needs to be able to demonstrate improvement of both the organisation's performance and the programmes' performance to both its Member Countries and its development partners. It also needs to demonstrate consistency with and contribution to the MRC's strategic plan objectives and its core functions and that it is continually improving its performance.

The Performance Management Team of the MRC Secretariat aims to support the establishment and operationalisation of a performance management system in the Mekong River Commission. In establishing a performance management system the MRC is committing itself to a system which not only assesses evidence of results achieved, but also

- Reviews the programming context to demonstrate the continued relevance and priority of its work;
- Considers the likely sustainability of what has been achieved;
- Assesses the efficiency of management arrangements; and
- Recognises the need for feedback systems on the lessons learnt about what is actually working in order to adapt to changing contexts and promote ongoing improvement by promptly applying this information.

2. Job Summary

Under the overall supervision of the Technical Coordination Advisor (TCA) of the Technical Coordination Unit (TCU) and in close collaboration with the Integrated Capacity Building programme (ICBP), the Monitoring and Evaluation Specialist will manage and coordinate all activities required to complete the establishment followed by operationalisation of the Performance Management System (PMS) for the organisation.

3. Key Tasks

The incumbent will perform the following tasks:

A. Management Responsibility for the PMS

- Develop the operational plan for the monitoring and evaluation system of the MRC;
- Ensure overall function of the PMS including planning, coordination, quality assurance of data and assessment, and timely reporting to the main stakeholders;
- Establish, monitor compliance and review the appropriateness of common formats, processes, quality standards, etc;
- Ensure programme designs adequately plan activities and resources for the PMS;
- Establish ToR, contract and oversight Mid-term Reviews and evaluations of the MRC Strategic Plan (SP) and individual programmes;
- Compile management recommendations and reports for the CEO/Senior Management regarding the SP and programmes and follow up on implementation of related decisions;
- Coordinate periodic review and updating of the PMS (through peer reviews, etc.);
- Support capacity development of relevant staff on PMS.

B. Monitoring Responsibility related to the MRC Strategic Plan

- Establish the monitoring plan for the SP, and quality assure and supervise monitoring activities. These activities will include establishment of the baseline situation, data collection and processing tools and processes, and quality assurance of the data;
- Periodically review indicators, data management and analysis processes and make necessary adjustments;
- Facilitate 6 monthly Performance Management Review Workshops to reflect on progress towards the goals of the SP;
- Report on SP Progress to CEO, JC, and Council, including compilation of reports from NMCSs;
- Coordinate closely with ICCS on all PMS activities related to the SP;
- Support National Mekong Committee Secretariats (NMCSs) in their Strategic Plan PMS functions.

C. Monitoring Responsibility related to the Programmes

- Review 6 monthly Programme Performance Reports (internal & donor);
- Collate relevant programme level information for SP reports;
- Provide mentoring support to the programmes to encourage and support them in apply performance management to their programmes;
- Provide facilitation support to individual programmes for 6 monthly Performance Management Review workshops.

- Provide coordination for indicators which need collaboration of two and more programmes & indicators above programme level

4. Scope of Authority

- Supervision requirements:** The incumbent does not directly supervise any staff but will be given authority from the CFO to coordinate and supervise the implementations of the PMM
- Level of autonomy:** Decision-making – high level.
- Level of problem solving required:** An ability to think creatively and solve complex problems is required.
- Level and type of communications required:** Communications are wide, both within and outside of the organisation. High level both in interpersonal communication and reporting writing skills is required.

5. 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, managing performance, and judgement/decision-making

6. Post-specific Qualifications & Skills

- Master's Degree in Institutional Development, International Development, Natural Resources, IWRM and other relevant fields, etc);
- At least 12 years of experience related to designing and implementing monitoring and evaluation of development projects/programmes and/or similar organisation-level systems, with a major emphasis on results based or performance monitoring and ongoing application of lessons learnt;
- Experience with and good knowledge of the Mekong riparian countries and the Mekong River Basin is an advantage;
- Extensive experience in institutional / organizational development;
- Proven experience within performance management of internationally financed development projects;
- Knowledge and experience in Integrated Water Resources Management (IWRM) is an advantage;
- Strong facilitation and coordination skills are essential;
- IT skills are an advantage;
- Experience with and good knowledge of the Mekong riparian countries and the Mekong River Basin is advantage;
- Excellent English skills.

7. SIGNATURES

Incumbent: _____ Date: _____

Technical Coordination Advisor: _____ Date: _____

Brief information on remuneration

The remuneration package, *subject to change*, includes (i) annual net basic salary exempt from tax by Laos authorities, starting at US\$ 33,121 (M-12, step 1); (ii) Monthly fluctuation and removable Devaluation Allowance (10% of basic salary for the month of May 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\$ 13,600; (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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576 National Road, 7/7, Chak Angkor K. Km.
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Office of the Secretariat in Vientiane (OSV)
Office of the Chief Executive Officer
194 Nongkham Road,
P.O. Box 6101, Vientiane, Lao PDR
Tel: (856-21) 263 263. Fax: (856-21) 262 264

JOB DESCRIPTION

Updated: June 2011

Title:	Specialist
Functional Title:	Aquaculture Technical Expert
Division:	Fisheries Programme, Operations Division
Level of post:	M-11¹ (Riparian Professional Staff)
Location:	MRC Secretariat, Phnom Penh, Cambodia
Reporting to:	Programme Coordinator, Fisheries Programme

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 OPERATIONS DIVISION

The Operations Division is charged with managing the implementation of the various **Sector Programmes**: the Agriculture, Irrigation and Forestry Programme (AIFP), the Fisheries Programme (FP), the Navigation Programme (NAP), the Tourism Programme (TOP) and the Hydropower Programme (HP). These programmes focus on specific sectors and address regional issues that are significant to the management of the entire Mekong River Basin. While the programmes have a regional focus, they also complement and support initiatives at the national and trans-boundary levels.

The Fisheries Programme

The Fisheries Programme generates and communicates fisheries information in close co-operation with end users, and facilitates the use of this information by management agencies and resource user communities. The goal of the FP is that "*riparian governments and other stakeholders make effective use of the Mekong's fisheries resources to alleviate poverty while protecting the environment*". It is the programme's objective that this information is used by all relevant stakeholders in management planning and implementation. It is expected that the achievement of this objective will significantly contribute to the programme's objective that "*regional and national organisations implement measures for sustainable fisheries management development and improved rural livelihoods*".

3. JOB SUMMARY

The Specialist is primarily responsible for providing technical guidance and oversight of activities regarding Aquaculture carried out for the MRC by national agencies and by consultants in the MRC-member countries. The Specialist plays a key role in linking the work of the FP with the member countries. S/he works closely with relevant governmental institutions in the riparian countries and with international organisations and consultants for the achievement of the overall goals of the Mekong River Commission in terms of fisheries

research, development and management in the region. S/he is expected to display a high degree of initiative and self motivation, and strive to facilitate the efficient and effective functioning of the Fisheries Programme.

4. KEY TASKS

4.1 Specific tasks to be initiated in 2011

Contribute to planning activities of the Fisheries Programme during the inception period of the 3rd phase, 2011 – 2015, providing scientific advice on plans and programmes related to aquaculture and to fisheries management issues generally.

- As part of FP planning, review completed and ongoing regional studies in the field of aquaculture and advise on desirable changes and improvements to the FP activities.
- Establish working relationships with fisheries scientists and managers in each riparian country, and in consultation with other FP staff set out a framework for implementing activities related to aquaculture.
- In consultation with other FP staff, draw up a plan, schedule and approximate budget for the general activities under aquaculture to be carried out under the FP 2011-2015; this will include provisions for progressive transfer of responsibility to counterpart agencies.
- Work with the other FP staff on setting out and providing ongoing review of technical aspects of work agreements. Report any difficulties to supervisors.

More tasks will be identified during discussions with the supervisor after appointment.

4.2 On-going tasks:

- Participate in planning, preparation, management and monitoring of technical aspects of FP work programmes, particularly in the field of aquaculture. This may include particular duties such as developing and overseeing contracts, overseeing the implementation of Programme activities, and facilitating smooth working arrangements with counterpart agencies.
- Provide high quality support to and work with other FP staff particularly on aquaculture, including but not limited to maintaining relevant fisheries information and documentation; ensuring correspondence particularly on aquaculture is appropriate and timely; participating in the operation of a fisheries network.
- Within the FP take steps to ensure that issues related to aquaculture are considered in a balanced way in relation to other fisheries issues (including fisheries governance, socio-economics and aquaculture). Identify relevant existing reports on aquaculture in his/her national language and arrange for their translation; review translations and plan appropriate ways to disseminate results. Identify relevant existing reports on aquaculture in English and arrange for their translation to his/her national language, review translations and plan appropriate ways to disseminate results.
- Assist FP programme officers in translating fisheries documents into his/her national language languages.
- Represent the MRC Fisheries Programme with a high degree of professionalism at internal and external workshops and meetings.
- Liaise with the relevant government institutions, and visits fisheries administrations, institutions and components in the Mekong Basin in order to maintain contacts and assist and support the implementation of activities particularly related to aquaculture. Participate in the establishment of regional and international co-operation, research and study programmes related to the fisheries sector in the Mekong Basin.
- Participates in other regular activities under the MRC Secretariat, including activity co-ordination, meetings and professional training of others as requested by Management.
- Perform other related tasks as assigned by supervisor.

5. SCOPE OF AUTHORITY

- (a) **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.
- (b) **Level of autonomy:** Large decisions are recommendatory, subject to final approval by the Coordinator of the Fisheries Programme, however the position has involvement in planning, reporting and financial management of activities related to aquaculture.
- (c) **Level of problem solving required:** Problems are generally solved by referring to established precedents and MRC Manuals.
- (d) **Level and type of communications required:** Communications are wide, both within and outside of the organisation. Some written reporting is required.

6. 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.
- (c) **Managerial Competencies:** Leadership, building trust and judgment/decision making.

7. POST-SPECIFIC QUALIFICATIONS

A university degree (minimum BSc) required in biology or subject related to fisheries;

At least ten years of practical working experience related to fisheries, development and management with emphasis on aquaculture and particularly indigenous Mekong species in one or more of the riparian countries;

Ability to work in an international environment and to travel regularly in the riparian countries;

Good knowledge and experience in project management.

Language: Very good knowledge of written and spoken English and at least one national riparian language are prerequisites.

Remark: The funding for this position is from Danida support to Fisheries Programme. The current funding is secured until 2015.

8. SIGNATURES

Incumbent: _____

Date: _____

Supervisor: _____

Date: _____

Division Director: _____

Date: _____

• Brief information on remuneration

The remuneration package, subject to change, includes (i) annual net base salary exempt from tax by Cambodia authorities, starting at US\$ 20,580.00 (M-11, step 1); (ii) Monthly fluctuation and removable Devaluation Allowance (10% of basic salary for the month of Nov. 10); (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

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Office of the Secretariat in Vientiane (OSV)
Office of the Chief Executive, MRC,
184, Sakthong Road,
P.O. Box 6442, Vientiane, Lao PDR
Tel: (856-7) 4263 263 Fax: (856-7) 4264 264

JOB DESCRIPTION

Updated: June 2011

Post title: Financial Analyst/Internal Auditor
Division: Finance and Administration Section (FAS)
Post Level: M-11 (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 IC 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 budgets 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 OSV 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, Statistics 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

Job Holder: _____

Date: _____

Chief of FAS: _____

Date: _____

¹ 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\$ 26,280 (M-11, step I); (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*.



Mekong River Commission

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Tel: (855 23) 425 596, 425 598, 425 599

Office of the Secretariat in Vientiane (OSV)
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101, Rue de la Liberté, Vientiane, Laos
Tel: (856 21) 264 185, 264 186, 264 187, 264 188

JOB DESCRIPTION

Updated June 2011

Title: Senior Specialist
Functional Title: Senior Hydrologist
Division: Technical Support Division
Level: M-12¹ (Riparian Professional)
Location: MRC, Office of Secretariat in Phnom Penh (OSP)
Reporting to: Coordinator of Information and Knowledge Management Programme

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 TECHNICAL SUPPORT DIVISION / IKMP

The Technical Support Division works towards the implementation of the Flood Management and Mitigation Programme (FMMP), and Information and Knowledge Management Programme (IKMP).

The IKMP work is to improve data, information and knowledge management and ensure mutual beneficial water and related resources utilisation in the Lower Mekong River Basin while maintaining its ecological balance. In order to accomplish these objectives, the IKMP is creating a solid foundation of data, information and knowledge products, systems and services that supports the goals of the Mekong River Commission. The rationale of the IKMP is to provide services to MRC member Countries and MRC programmes by establishing a common data, information and knowledge base. The Programme consists of GIS and Database Team, Modelling Team, and Hydrology Team.

3. JOB SUMMARY

Under the overall supervision of the Director of TSD and under direct supervision of IKMP Coordinator, the Senior Hydrologist supervises all ongoing tasks assigned to Hydrology Team. The Senior Hydrologist oversees the management, production, and distribution of MRC hydro-meteorological information.

4. KEY TASKS

The incumbent performs the following tasks:

- Ensures that allocated resources are effectively and efficiently used for the production of MRC hydro-meteorological information;
- Develops and implements the hydro-meteorological and related projects for the improvement of the MRC hydro-meteorological database including the telemetry system, and to provide relevant technical trainings, as and when required;

- Advises on the execution and budget control of the KMP projects under the Hydrology Team.
- Supervises the hydrological studies required for other MRC programmes.
- Assures an adequate provision of services and information to MRC Divisions, riparian agencies and other partners.
- Supervises the processing and publication of the hydrological year book.
- Ensures the quality and up-to-date of the hydro-meteorological information of the MRC database.
- Conducts and carries out scientific hydrological studies and investigation in the Mekong River Basin in collaboration with relevant staff, divisions, riparian counterpart and line agencies, regional and international organisations and institutions.
- Co-ordinates with other Divisions to achieve MRC objectives. Contributes to other programme developments, taskforces and working groups as assigned.
- Performs other relevant duties as assigned by the supervisor.

5. SCOPE OF AUTHORITY

- (a) **Supervision requirements:** The incumbent supervises Hydrology staff including project managers and is responsible for their on-the-job training and performance appraisal to be carried out in line with MRC policy.
- (b) **Level of autonomy:** Most decision-making is final, subject only to the cursory review and approval of others.
- (c) **Level of problem solving required:** Problem solving ranges from routine to relatively 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 organisation, and a variety of 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 organising, accountability, creativity, client orientation, commitment to continuous learning, and technological awareness.
- (c) **Managerial Competencies:** Vision, leadership, empowering others, building trust, managing performance, and judgement/decision-making.

7. POST-SPECIFIC QUALIFICATIONS

- Post-graduate degree in engineering; water resources, hydro-meteorology or related discipline;
- At least 10 years experience in applied hydrology. Knowledge/experience of the Mekong River Basin hydrology is an advantage;
- Good knowledge and professional experiences in a broad range of hydrological, water balance analysis and hydrological modelling or computer modelling techniques as applied to river-system simulation and flood forecasting;
- Demonstrated project management skills including formulation, planning, programming, execution; Knowledge of MRC and its activities and experience of working in an international environment are advantages;
- Excellent command of verbal and written English.

8. SIGNATURES

Incumbent _____ (_____) _____ (date)

Supervisor _____ (_____) _____ (date)

Brief information on remuneration

The remuneration package, *subject to change*, includes (i) annual net base salary exempt from tax by Cambodia authorities, starting at US\$ 33,121.00 (M 12, 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 Insurance (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