

ด่วนที่สุด

ที่ ทส ๐๖๓๐/๖๖๐



กรมประมง	เลขที่
เลขรับ	28061
วันที่	13/07/54
เวลา	15:45 น.

กรมทรัพยากรน้ำ

๑๘๐/๓ ถนนพระราม ๖ ซอย ๓๔

สามเสนใน เขตพญาไท

กรุงเทพฯ ๑๐๔๐๐

กอง	เจ้าหน้าที่
ที่ 4	ก.ค. 2554 E9036
นาย/นาง/นางสาว	9.38
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เรื่อง รับสมัครงานตำแหน่ง Programme Officer for Initiative on Sustainable Hydropower

เรียน อธิบดีกรมประชาสัมพันธ์

สิ่งที่ส่งมาด้วย สำเนาโทรสารสำนักงานเลขาธิการคณะกรรมการแม่น้ำโขง เลขที่ MK- OSV ๑๒๓/๑๑
ลงวันที่ ๑ กรกฎาคม ๒๕๕๔ พร้อมรายละเอียด Job Description รวมจำนวน ๖ หน้า

ด้วย สำนักงานเลขาธิการคณะกรรมการแม่น้ำโขง (Mekong River Commission Secretariat : MRCS) มีความประสงค์จะรับสมัครงานตำแหน่ง Programme Officer for Initiative on Sustainable Hydropower ประจำกองวางแผน ปฏิบัติงาน ณ MRCS นครหลวงเวียงจันทน์ สาธารณรัฐประชาธิปไตยประชาชนลาว โดยผู้สมัครจะต้องมีคุณสมบัติตาม Job description ดังมีรายละเอียดปรากฏในสิ่งที่ส่งมาด้วย

กรมทรัพยากรน้ำ ในฐานะสำนักเลขาธิการคณะกรรมการแม่น้ำโขงแห่งชาติดไทย และเป็นหน่วยงานกลางในการประสานงานภายใต้กรอบความร่วมมือ MRC จึงขอเชิญชวนเจ้าหน้าที่ผู้สนใจและมีคุณสมบัติตรงตาม Job Description ซึ่งสามารถดูรายละเอียดและสามารถ Download MRC Personal History Form ได้จาก www.mrcmekong.org และส่งใบสมัครพร้อมประวัติส่วนบุคคลและรูปถ่ายมายังกรมทรัพยากรน้ำ หรือทาง Email address : tnmcdwr@mail.go.th ภายในวันที่ ๒๙ กรกฎาคม ๒๕๕๔ ทั้งนี้เพื่อกรมทรัพยากรน้ำจะได้ประสานงานให้ MRCS พิจารณาดำเนินการต่อไป

จึงเรียนมาเพื่อโปรดพิจารณา

ขอแสดงความนับถือ

(นายชัยพร ศิริพรไพบลย์)
รองอธิบดี ปฏิบัติราชการแทน
อธิบดีกรมทรัพยากรน้ำ

สำนักบริหารจัดการลุ่มน้ำโขง

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

รัชช อนุธรรม
วิลาศ วัฒน
๑๔ กค ๕๔

กทบ. 1437
14 ก.ค. ๕๔

เรียน ผอ.สำนัก/ผอ.กอง และหัวหน้าหน่วยงาน

เพื่อโปรดเวียนแจ้งให้ข้าราชการในสังกัดที่มี
คุณสมบัติตรงตามที่กำหนดได้ทราบโดยทั่วกันทั้งนี้ให้
จัดส่งใบสมัครพร้อมประวัติส่วนตัวบุคคลและรูปถ่าย
ไปยัง กรมทรัพยากรน้ำ หรือ ทาง Email address:
tnmc@dwr.mail.go.th ภายในวันที่ ๒๙ กรกฎาคม
๒๕๕๔ โดยตรงต่อไป จะเป็นพระคุณยิ่ง



(นางวนิดา ชัยประภา)

ร.อกจ.

๑๔ ก.ค. ๕๔

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Mekong River Commission

Office of the Secretariat in Phnom Penh (OSP)
576 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 6191, Vientiane, Lao PDR
Tel. (856-21) 263 263 Fax (856-21) 263 264

FACSIMILE

REF FAX NO: MK- OSV 123/11
To: Facsimile No.: 662-298 6605
Bangkok, Thailand

Date: 1 July 2011
Number of page(s): 06
(including this page)

Dear Sir,

Subject: Vacancy announcement for the position of Programme Officer for Initiative on Sustainable Hydropower

The MRC Secretariat would like to announce the position of Programme Officer for Initiative on Sustainable Hydropower attached to the Planning Division. 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, 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 the applications is 29 July 2011. We would appreciate it if you could forward the applications to the MRCS by 15 August 2011 so that the recruitment can be processed according to its timeline.

Thank you for your continued support.

Yours sincerely,

Tran Duc Cuong
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



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 a highly qualified candidate for the position of

Programme Officer **Initiative on Sustainable Hydropower, Planning Division** *Post level: M-10*

The Programme Officer will plan and implement effectively tasks to promote an increase in awareness of sustainable hydropower and its rational, encourage more dialogue among the key stakeholder interests, and partnerships being formed to introduce sustainable considerations into LMB hydropower policy and practices. He/she will be coordinate and monitor of the implementation of the communication activities of the MRC-ISH. The position is based at the Office of the 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: 29 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 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

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@lnmc.gov.la

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



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Office of the Chief Executive Officer
184 Fa Ngoum Road,
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JOB DESCRIPTION

Updated in June 2011

Title: Programme Officer
Functional Title: Dissemination Officer for Initiative on Sustainable Hydropower
Division: Initiative on Sustainable Hydropower (ISH), Planning Division
Level of post: M-10
Location: MRCS 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

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 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 Countries to build capacity and knowledge bases relevant to MRC Programme work and sustainable 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 the MRC 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 communication activities of the MRC-ISH. These activities are aiming at improving dialogue, awareness raising, communication and capacity building to promote sustainable hydropower considerations and practices.

4. KEY TASKS

The incumbent performs the following tasks:

- Collaborate in the production of an ISH Communication Strategy document for ISH base on an assessment of a basic communication needs undertaken which will be supported by a concise stakeholder analysis. This ISH Communication Strategy must show clearly how it is a component part of the overall MRC Communication Strategy – and that it supports and takes maximum advantage of opportunities to communicate the sustainable hydropower message working with the other MRC Programmes communication strategies such as the BDP stakeholder engagements.
- Edit and assist on production of the ISH publications such as, technical reports, booklets, report cards, leaflets, posters etc. produced following MRC publication and quality standards and according to MRC procedures. This involves working with ISH and MRC Communication Section staff to finalise the material and procure and oversee the layout and printing as needed.
- Update, populate and improve the ISH web-sites regularly. This involves working closely the staff of ISH and the ICCS to respond to their communication needs as well as to retrieve from them material, results, stories etc. to ensure the value of the websites.
- Collaborate with ISH staff to promote communication and public participation activities at demonstration and study sites and communication activities targeted at different key stakeholders with a focus on women and youth.
- Collaborate with ISH staff to propose and implement conferences, meetings workshops and events as one of the methods to reach the target groups as defined in the communication plans.
- Advise on messaging and strategies for ensuring consistent dissemination of agreed messages.
- Liaise with the MRC Communication Section with regards to contact with and use of the media and with information officers in other relevant organisations.
- Act as quality control and provide technical advice on the streamlining of publication output of the ISH.
- Act as communication focal point for the ISH and collaborate with the MRC Communication Section on all relevant matters.
- Work with all Divisions of the MRC to promote internal awareness raising and consistent messaging within the topics covered by the ISH as a cross-cutting initiative.
- Build the capacity of riparian staff to undertake said duties in the future and develops a capacity building plan in this regard, in cooperation with the Integrated Capacity Building Programme.
- Collaborate in the formulation of an ISH communication plan. Monitor, evaluate and report on the progress of the implementation of that communication plan.
- Additional related duties as requested by the ISH Initiative task Leader.

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 consultant, 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 ISH Task Leader. However, the position has involvement in planning, reporting and financial management of activities in MRC member countries.

(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.

7. POST-SPECIFIC QUALIFICATIONS

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

- A university degree (minimum BSc) is required in a field related to the development of hydropower including engineering, natural resources management or similar;
- Adequate knowledge and experience related to Hydropower project planning and management. Postgraduate degree with a minimum of 7 years practical working experience within the area of communications, public relations, editing are highly desirable
- Proven track record for past experiences in the communications or publishing field.
- Experience in the use of web-based information services
- Experience in design and familiarity with commonly used design software
- Experience in dealing with printing and production of display materials
- Work experience with international organizations and excellent interpersonal and cross-cultural communication skills
- Good sense of initiative and sound judgment
- Excellent command of the English language is necessary. Any working experience and/or knowledge of one or more riparian language (Khmer, Lao, Thai, Vietnamese) would be an advantage.
- Ability to work in an international environment and to travel regularly in the riparian countries;
- 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.

Incumbent: _____ (_____) _____ (date)

Supervisor: _____ (_____) _____ (date)

Director: _____ (_____) _____ (date)

CEO: _____ (_____) _____ (date)

1. 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 June 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.