

ด่วนมาก

ที่ ทส ๐๖๓๐/ ๑ ๑๕๑๖



กรมประมง กรมทรัพยากร
เลขรับ 41๕๑1
วันที่ 11/11/๕4
เวลา 14:26

กรมทรัพยากรน้ำ

๑๘๐/๓ ถนนพระราม ๖ ซอย ๓๔

แขวงสามเสนใน เขตพญาไท

กรุงเทพฯ ๑๐๕๐๐

๑๕ พฤศจิกายน ๒๕๕๔

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วันที่	11/11/๕๔	15:29
หน่วย	กรมทรัพยากรน้ำ	
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เรื่อง รับสมัครงานตำแหน่งต่างๆ ของ MRCS ๒ ตำแหน่ง

๑) เรียน อธิบดีกรมประชาสัมพันธ์

สิ่งที่ส่งมาด้วย สำเนาโทรสารสำนักงานเลขาธิการคณะกรรมการแม่น้ำโขง เลขที่ MK- OSV ๑๕๕/๑๑ ลงวันที่ ๒๔ ตุลาคม ๒๕๕๔ พร้อมรายละเอียด Job Description รวมจำนวน ๘ หน้า

ด้วย สำนักงานเลขาธิการคณะกรรมการแม่น้ำโขง (Mekong River Commission Secretariat : MRCS) มีความประสงค์จะรับสมัครงานตำแหน่งต่างๆ ๒ ตำแหน่ง ปฏิบัติงาน ณ MRCS สาธารณรัฐประชาธิปไตยประชาชนลาว ดังนี้

๑. BDP Programme Coordinator, แผนงานพัฒนาลุ่มน้ำ ประจำกองวางแผน

๒. Programme Officer on Wetland Ecosystem ประจำกองสิ่งแวดล้อม

โดยผู้สมัครจะต้องมีคุณสมบัติตาม Job description ดังมีรายละเอียดปรากฏในสิ่งที่ส่งมาด้วย

กรมทรัพยากรน้ำ ในฐานะสำนักเลขาธิการคณะกรรมการแม่น้ำโขงแห่งชาติดไทย ซึ่งทำหน้าที่เป็นหน่วยประสานงานภายใต้กรอบความร่วมมือ MRC ของฝ่ายไทย จึงขอเชิญชวนเจ้าหน้าที่ผู้สนใจและมีคุณสมบัติตรงตาม Job Description ซึ่งสามารถดูรายละเอียดและสามารถ Download MRC Personal History Form ได้จาก [www.mrcmekong.org](http://www.mrcmekong.org) และส่งใบสมัครพร้อมประวัติส่วนบุคคล และรูปถ่ายมายังกรมทรัพยากรน้ำ หรือทาง Email address : [tnmc@dwr.mail.go.th](mailto:tnmc@dwr.mail.go.th) ภายในวันที่ ๒๕ พฤศจิกายน ๒๕๕๔ ทั้งนี้ เพื่อกรมทรัพยากรน้ำจะได้ประสานการดำเนินการต่อไป

จึงเรียนมาเพื่อโปรดพิจารณา

ขอแสดงความนับถือ

(นายวิชาญ อธิบดีกรมทรัพยากรน้ำ)  
รองอธิบดี : นายวิชาญ อธิบดีกรมทรัพยากรน้ำ  
อธิบดี : นายวิชาญ อธิบดีกรมทรัพยากรน้ำ


สำนักบริหารจัดการลุ่มน้ำโขง

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

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11/11/11

๒)เรียน ผอ.สำนัก/ผอ.กอง และหัวหน้าหน่วยงาน

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

  
(นายกิตติศักดิ์ หาญกล้า)

อกจ.

๑๔ พ.ย. ๕๔



## ***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. BDP Programme Coordinator**

*Basin Development Plan Programme, Planning Division*

*Post level: M-13 (Re-announcement)*

### **2. Wetland Ecosystem Programme Officer**

*Environment Programme, Environment Division*

*Post level: M-10*

***These positions are based at the Office of the MRC Secretariat in Vientiane, Lao PDR***

The job description and other information can be obtained at MRC website <http://www.mrcmekong.org>  
Women are encouraged to apply. Only short-listed candidates will be notified.

**Closing date for applications: 25 November 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](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: [tnmc@dwr.mail.go.th](mailto: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 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, 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 Fe Ngoun Road,  
P.O. Box 6101, Vientiane, Lao PDR  
Tel: (856-21) 263 263 Fax: (856-21) 263 264

## FACSIMILE

REF FAX NO: MK- OSV 195/11

To: Facsimile No.: 662-298 6605

Bangkok, Thailand

Date: 24 October 2011

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

Dear Sir,

### Subject: Vacancy announcement for two 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.

- BDP Programme Coordinator, Basin Development Plan Programme, Planning Division (Re-announcement)
- Programme Officer on Wetland Ecosystem, Environment Programme, Environment Division

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 November 2011. We would appreciate it if you could forward the applications to the MRCS by 9 December 2011 so that the recruitment can be processed according to its timeline.

Thank you for your continued support.

Yours sincerely,

Soi. 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

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576 National Road, #2, Chok Angre Krom,  
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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

Update: October 2011

Title: Programme Coordinator  
Functional Title: BDP Programme Coordinator  
Division: Basin Development Plan Programme, Planning Division  
Level of post: M – 13<sup>i</sup> (Riparian Professional staff)  
Duration: One year contract renewable  
Location: MRCS, Vientiane, Lao PDR  
Reporting to: Director, Planning Division

### 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. Its mission 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 PLANNING DIVISION/BDP PROGRAMME

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

The BDP Programme implements the core planning support function of the MRC to achieve the long-term goal of "Member Countries more effectively managing the Mekong water and related resources for poverty alleviation while protecting the environment". From 2011-2015, the BDP Programmes will support the implementation, monitoring, reporting and updating of the IWRM-based Basin Development Strategy through a sustained basin development planning process.

### 3. JOB SUMMARY

Under the overall supervision of the Chief Executive Officer and direct supervision of the director of Planning Division, the BDP Programme Coordinator will be responsible for the overall coordination and management of the BDP Programme, including all technical, administrative and financial aspects.

### 4. KEY TASKS

The incumbent performs the following tasks:

- Head the BDP Team at the MRC Secretariat.
- Manage and coordinate all technical, administrative and financial aspects of the BDP Programmes in full compliance with the MRC procedures and standards and applicable donor funding agreements.
- Lead the process to work with Member Countries and stakeholders to ensure that appropriate institutional mechanisms and participatory processes are in place for participatory and transparent basin development planning and to achieve the Programme objective.
- Undertake policy advocacy and promotion and dissemination of the MRC/BDP approaches and outcomes to strengthen engagement of policy makers, planners and stakeholders in the BDP process. Support National BDP Coordinators with the same efforts at the national level.

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- Lead the needs assessment and design and implementation of institutional and capacity development activities of BDP with the aim to sustain the BDP process in national planning systems.
- Ensure the coordination and integration between BDP and other MRC programmes/activities.
- Liaise, network and promote exchange of MRC/BDP with relevant international and regional organizations, programmes and initiatives.
- Lead the preparation of Programme Implementation Plan (PIP) and annual workplan with a clear Performance Management System.
- Manage the Programme's budget and mobilize additional financial resources required for its implementation in line with the overall framework of the MRCS.
- Prepare progress, financial and other routine reports in accordance with MRC procedures and specific requirements of the Programme.
- Ensure timely and effective recruitment of programme staff and mobilization of personnel and resources required to deliver the Programme outputs and outcome.

#### 5. THE SCOPE OF AUTHORITY

- (a) **Supervision requirements:** The incumbent supervises all BDP staff in close collaboration with the CTA. S/he is responsible for the outputs, on-the job training and job performances to be appraised in line with the MRC procedures.
- (b) **Level of autonomy:** Decision-making is final, subject to the cursory approval of the Division Director, if necessary
- (c) **Level of problem solving required:** Problem solving is complex and the incumbent must display sensitivity and creativity.
- (d) **Level and type of communications required:** Communications are wide, both within and outside of the organisation. A high level of communication skill, both spoken and written is essential.

#### 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 judgment/decision-making.

#### 7. POST-SPECIFIC QUALIFICATIONS

- Master's or higher degree(s) in development studies, water/natural resources planning, management or a related field
- At least 15 years experience in policy, institutional and capacity development in the field of natural resources management, IWRM and/or related fields in developing countries
- Experience with and a good understanding of the Mekong River Basin. Sound understanding of the policy and institutional framework and planning systems for natural resources and river basin management in LMB countries is a must
- Knowledge/experience with development programme/project planning, execution and management required. Experience in design and implementation of training activities is an advantage.
- Good organizational and analytical skills
- Proven experience of working in an international environment
- Fluency in written and spoken English.

## 8. SIGNATURES

Incumbent: \_\_\_\_\_ ( ) Date: \_\_\_\_\_

Division Director: \_\_\_\_\_ ( ) Date: \_\_\_\_\_

### Brief information on remuneration

The remuneration package, *subject to change*, includes (i) annual net base salary exempt from tax by Lao authorities, starting at US\$ 45,664.00 (M-13, step I); (ii) Monthly fluctuation and removable Devaluation Allowance (10% of basic salary for the month of April 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.



# Mekong River Commission

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

## JOB DESCRIPTION

Update: October, 2011

**Title:** Programme Officer  
**Functional Title:** Programme Officer, Wetland Ecosystem  
Environment Programme  
**Division:** Environment Division (ENV)  
**Level:** M-10 (Riparian Professional)  
**Duration:** One-year contract renewable  
**Location:** MRCS, Vientiane, Lao PDR  
**Reporting to:** Programme Coordinator, Environment 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 ENVIRONMENT DIVISION AND PROGRAMME

The Environment Division and Programme generates data, information and knowledge in order to balance economic development and environmental conservation in decision-making. In addition to establishing systems for monitoring the Basin's environmental health, improving policies and legislation, and encouraging co-operation among the riparian countries, the programme is also charged with increasing environmental awareness amongst the public. The MRC Climate Change and Adaptation Initiative is newly established under the Environment Division.

### 3. JOB SUMMARY

Under the overall supervision of the Division Director the Environment Division, direct supervision of the Environment Programme Coordinator and advised by the Chief Technical Advisor of the Environment Programme, the Programme Officer for wetland/aquatic ecosystems management coordinates activities related to the outcome with respect to wetland/aquatic ecosystems management of the MRC Environment Programme in linkage with other environment programme activities and works closely with other MRC programmes particularly but not limited to the Basin Development Plan Programme (BDP), the Fisheries Programme (FP) and the Climate Change and Adaptation Initiative (CCAI) to strengthen knowledge and capacity of the MRC on Mekong wetland ecosystem, ecology, biodiversity and management.

### 4. KEY TASKS

The incumbent performs the following tasks:

- Provides leadership and technical advice on wetland and ecosystem issues, especially in the areas of wetlands ecology, wetland valuation, and related wetland climate change issues of the Environment Programme;

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- Provides technical inputs to biodiversity indicator and assessment, ecological function assessment and monitoring, valuation of natural resources and GIS mapping including important and sensitive wetland resource maps, and climate change related activities (preparation of TOR, workshops, proposals, plans, reports, and training courses etc);
- Initiates and manages connections with organizations, projects and academics involved with wetland ecosystem and wetland climate change related issues relevance to the MRC including the ADB Mekong Wetlands activities, ADB-GMS Strategic Environment Framework, the Wetlands Alliance programme, WWF and Wetlands International and universities;
- Assess the technical quality of outputs related to ecosystem management and ecosystem and climate change, and suggest changes or revisions as appropriate;
- Prepare progress reports with regard to the responsible and assigned activities and other routine reports requested by the supervisor; and
- Reviews and edits (as necessary) technical reports pertaining to wetland ecosystem issues for the Programme;
- Manages administrative tasks related to key duties (preparation/reviewing TORs, draft reports, etc.);
- Prepares annual workplans and progress and performance reports and other routine reports in accordance with MRC Procedures and specific requirements on activities related to social science activities
- Maintains regular communication with the National Mekong Committees (NMCs), related line agencies, national experts and other related organizations in riparian countries on wetland management and knowledge of the MRC Environment Programme;
- Works as a team member in the overall planning, implementation management and reporting of Environment Programme activities;
- Performs any other duties as assigned by the supervisor and the Environment Division Director.

#### 5. SCOPE OF AUTHORITY

- (a) **Supervision requirements:** The incumbent has no supervision mandate to the staff of the Environment Programme and the Environment Division, but is responsible for his/her outputs to be carried out in line with the Environment Division's and MRCS requirements.
- (b) **Level of autonomy:** Has no decisions making, but directly delivers qualified technical support under his/her respective activities.
- (c) **Level of problem solving required:** Problem solving can be complex and the incumbent should display initiative and creativity.
- (d) **Level and type of communications required:** Communications are wide, both within and outside of the organisation, very good spoken and written skill are required for this position.

#### 6. COMPETENCE REQUIREMENTS

- (a) **Core Values:** Integrity, professionalism and respect for diversity.
- (b) **Core Competencies:** Communication, teamwork, planning and organizing, accountability, creativity, client orientation, commitment to continuous learning, and technological awareness.
- (c) **Managerial Competencies:** Vision, leadership, empowering others, building trust and managing performance.

#### 7. POST-SPECIFIC QUALIFICATIONS

- Master degree or higher in aquatic science, biology, ecology, natural science, environmental and natural resource management or similar with focus on issues of relevance to wetland and

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aquatic ecosystems studies, research and management. Basic knowledge and skill on GIS and mapping technique is also requirement.

- At least 7 years relevant experience in work that has relevance to aquatic science research and studies, wetland studies, wetland management, conservation and governance in either government, non-government organizations and/or in academics. Preferable on both practical field experiences and academic research.
- Experience with and good knowledge on the interlinkages between wetland ecosystems, wetland beneficial use, conservation and management with a linkage to people dependence in a sustainable development context and in the Mekong context;
- Experience within development project planning, management, implementation and reporting; experience in preparation of annual work plans and budgets, and the use of a logical framework for summarising and guiding implementation is an advantage;
- Experience with and ability to work through networks and implement activities in a multiple partner context;
- Experience with and good knowledge of the Mekong Riparian countries and the Mekong River basin and experience in working in a multicultural and international environment;
- Fluency in written and spoken English and at least one of MRC riparian languages is essential;

#### 8. SIGNATURES

Incumbent: \_\_\_\_\_ ( \_\_\_\_\_ ) Date: \_\_\_\_\_

Division Director: \_\_\_\_\_ ( \_\_\_\_\_ ) Date: \_\_\_\_\_

#### <sup>1</sup> 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\$ 22,910.00 (M-10, step I); (ii) Monthly fluctuation and removable Devaluation Allowance (10% of basic salary for the month of Sep 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.

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