



ด่วนมาก

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กรมประชาสัมพันธ์	
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สำนักเลขาธิการคณะกรรมการแม่น้ำโขงแห่งชาติไทย
กรมทรัพยากรน้ำ

๑๘๐/๓ ถนนพระราม ๖ ซอย ๓๔

แขวงสามเสนใน เขตพญาไท

กรุงเทพฯ ๑๐๕๐๐

๗) มกราคม ๒๕๕๕

เรื่อง รับสมัครงานตำแหน่งต่างๆ ของ MRCS

กองการเจ้าหน้าที่	
รับ ๒	ก.พ. ๒๕๕๕ E481
หมายเลข/ผู้รับผิดชอบงาน ๖.๕๑	
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๑) เรียน อธิบดีกรมประชาสัมพันธ์

สิ่งที่ส่งมาด้วย ๑. สำเนาโทรสารสำนักงานเลขาธิการคณะกรรมการแม่น้ำโขง เลขที่ MK- OSV ๐๑๑/๑๒
ลงวันที่ ๑๖ มกราคม ๒๕๕๕ พร้อมรายละเอียด Job Description รวมจำนวน ๑๐ หน้า
๒. สำเนาโทรสารสำนักงานเลขาธิการคณะกรรมการแม่น้ำโขง เลขที่ MK- OSV ๐๑๕/๑๒
ลงวันที่ ๒๖ มกราคม ๒๕๕๕ พร้อมรายละเอียด Job Description รวมจำนวน ๖ หน้า

ด้วย สำนักงานเลขาธิการคณะกรรมการแม่น้ำโขง (Mekong River Commission Secretariat: MRCS) ประสงค์จะรับสมัครเจ้าหน้าที่ปฏิบัติงาน ณ สำนักงาน MRCS ดังนี้

๑. ปฏิบัติงานที่กองสนับสนุนด้านวิชาการ (Technical Support Division: TSD) ณ MRCS กรุงเทพมหานคร ราชอาณาจักรกัมพูชา จำนวน ๒ ตำแหน่ง ปิดรับสมัคร ในวันที่ ๑๕ กุมภาพันธ์ ๒๕๕๕ คือ

๑.๑ Manager of MRC Knowledge Hub on Transboundary Water Resources Management แผนงานการจัดการองค์ความรู้และข้อมูลข่าวสาร

๑.๒ Project Manager for Climate Systemized Flood Management and Mitigation แผนงานการบริหารจัดการและบรรเทาอุทกภัย

๒. ปฏิบัติงานที่ฝ่ายความร่วมมือและสื่อสารระหว่างประเทศ (International Cooperation and Communications Section: ICCS) ณ MRCS สาธารณรัฐประชาธิปไตยประชาชนลาว จำนวน ๑ ตำแหน่ง คือ Programme Officer ปิดรับสมัคร ในวันที่ ๒๔ กุมภาพันธ์ ๒๕๕๕

โดยผู้สมัครจะต้องมีคุณสมบัติตาม Job description ดังมีรายละเอียดปรากฏในสิ่งที่ส่งมาด้วย ๑ และ ๒


กรมทรัพยากรน้ำ ในฐานะสำนักเลขาธิการคณะกรรมการแม่น้ำโขงแห่งชาติไทย ซึ่งทำหน้าที่เป็นหน่วยประสานงานภายใต้กรอบความร่วมมือ MRC ของฝ่ายไทย จึงขอเชิญชวนเจ้าหน้าที่ผู้สนใจและมีคุณสมบัติตรงตาม Job Description ซึ่งสามารถดูรายละเอียดและสามารถ Download MRC

/Personal.....

Personal History Form ได้จาก www.mrcmekong.org และส่งใบสมัครพร้อมประวัติส่วนบุคคลและรูปถ่ายมายังกรมทรัพยากรน้ำ ตามที่อยู่ข้างต้น หรือทางจดหมายอิเล็กทรอนิกส์ tnmc@dwr.mail.go.th ตามวัน เวลา ดังกล่าวข้างต้น ทั้งนี้ เพื่อกรมทรัพยากรน้ำจะได้ประสานการดำเนินการต่อไป

จึงเรียนมาเพื่อโปรดพิจารณา

ขอแสดงความนับถือ



(นายอภิพร วิจิตรวิเศษชัย)
รองอธิบดี ปฏิบัติราชการแทน
อธิบดีกรมทรัพยากรน้ำ

สำนักบริหารจัดการลุ่มน้ำโขง

โทร. ๐ ๒๒๗๑ ๖๐๐๐ ต่อ ๖๖๑๗

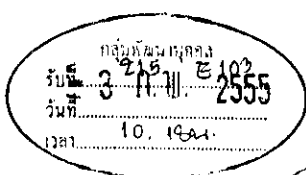
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(๗) เรียน ผอ.สำนัก, ผชช., ผอ.กอง และหัวหน้าหน่วยงาน
เพื่อโปรดเรียนแจ้งให้ข้าราชการในสังกัดที่มี
คุณสมบัติตรงตามที่กำหนดได้ทราบโดยทั่วกันทั้งนี้ให้
จัดส่งใบสมัครพร้อมประวัติส่วนตัวบุคคลและรูปถ่าย
ไปยัง กรมทรัพยากรน้ำ หรือ ทาง Email address:
tnmc@dwr.mail.go.th โดยตรงต่อไป จะเป็นพระคุณยิ่ง

(นายกิตติศักดิ์ หาญกล้า)

อกจ.

๓ ก.พ. ๕๕



อ.อ.ม.ร.ร.
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Mekong River Commission

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FACSIMILE

REF FAX NO: MK- OSV 011/12
To: Facsimile No.: 662-298 6605
Bangkok, Thailand

Date: 16 January 2012
Number of page(s): 10
(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.

- Manager for MRC Knowledge Hub on Transboundary Water Resources Management, Information and Knowledge Management Programme, Technical Support Division (Re-announcement)
- Project Manager for Climate Systemized Flood Management and Mitigation, Flood Management and Mitigation Programme, Technical Support Division

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 15 February 2012. We would appreciate it if you could forward the applications to the MRCS by 29 February 2012 so that the recruitment can be processed according to its timeline.

Thank you for your continued support.

Yours sincerely,

Hans Guttman
Chief Executive Officer
Mekong River Commission 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 highly qualified candidates for the positions of

1. Manager for MRC Knowledge Hub on Transboundary Water Resources Management

Information and Knowledge Management Programme, Technical Support Division
Post level: M-11 (Re-announcement)

2. Project Manager for Climate Systemized Flood Management and Mitigation

Development & Services Unit (DSU), Flood Management and Mitigation Programme, Technical Support Division
Post level: M-11

These positions are based at the Office of the MRC Secretariat in Phnom Penh, Cambodia

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

Closing date for applications: 15 February 2012

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

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

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

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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JOB DESCRIPTION

Updated: December 2011

Title:	Programme Officer
Functional Title:	Manager for MRC Knowledge Hub on Transboundary Water Resources Management
Division:	Technical Support Division
Level of post:	M-11¹ (Riparian Professional)
Duration:	One-year contract renewable
Location:	MRC Secretariat, Phnom Penh, Cambodia
Reporting to:	Coordinator of the Information & 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 INFORMATION AND KNOWLEDGE MANAGEMENT PROGRAMME

Under the Technical Support Division (TSD), the Information and Knowledge Management programme (IKMP) is the centre for the repository and analysis of data and tools for information on Mekong River Basin water and related resources and develops reliable and up-to-date databases and information systems. It was designed as a cross cutting programme of the Mekong River Commission (MRC) which provides information and knowledge services to other programmes as well as to National Mekong Committee and line agencies. As it was formulated in December 2006 through the approval of the MRC Council, IKMP's objective is to build a solid foundation of data, information and knowledge products, systems and services that supports the goal of the Mekong River Commission.

Phase one of the programme was operated from January 2007 to December 2010 under the framework of 1995 Mekong Agreement and was in line with the MRC Strategic Plan 2006-2010. Moving forward to consolidate outputs/achievements of IKMP and continue providing knowledge based products and services to other MRC programmes and member countries as needed, phase two of IKMP has been formulated covering period of 2011-2015 which is designed to be very much in line with new Strategic Plan 2011-2015 of the MRC.

The development objective of IKMP 2011-2015 is to "**effectively support MRC programmes, NMCS and relevant line agencies on the development and management of water and related resources in the Mekong Basin by providing basin-wide monitoring, impact assessment, modeling, forecasting, and knowledge management system for planning and programme implementation work**". The IKMP 2011-2015 is established with five key components based on its delivered products and services, including: Programme Management, River Monitoring, MRC Information System, Modelling and Assessment, and Learning Centre for Knowledge Hub for Transboundary Water Resources Management.

3) THE MRC KNOWLEDGE HUB ON TRANSBOUNDARY WATER RESOURCES MANAGEMENT (TWRM)

The MRC was approved to host the Knowledge Hub on TWRM under the Network of Asia Pacific Water Forum (APWF) Regional Knowledge-hubs at its Governing Council meeting on 26 June 2009 in Singapore. Consequently, the preliminary business plan of the knowledge hub on TWRM was approved by the MRC Joint Committee (JC) at its Thirty-first meeting on 2 March 2010 in Lao PDR.

Launching and operating the Knowledge Hub on TWRM at MRC will bring a number of benefits to people using the hub including access to a broader range of experiences and expertise from around the world in TWRM in support of research and development activities. Hosting the knowledge hub will also bring the benefits to MRC and its member countries through supporting the implementation of MRC's ongoing capacity building activities. It will reinforce MRC's work across a range of sectors and by bringing an increased exchange of experiences and lessons learned, will not only improve the ability of MRC to meet its overall goal of sustainable development of water resources for the benefit of the people in the Basin, but to further enable lessons learned from the Mekong experience to be applied elsewhere. In doing so, it will raise the visibility and regional / international standing of MRC.

Operating the TWRM Knowledge Hub will take place over a phased period, gradually building up additional capacity within MRC to supplement its existing capacities to deliver services to Hub users, for example through the Information and Knowledge Management Programme (IKMP) and Documentation and Learning Centre, the Flood Management and Mitigation Programme (FMMP), the Climate Change Adaptation Initiative (CCAI) , the Basin Development Plan Programme (BDP) for basin planning and multi-stakeholder engagement and the Integrated Capacity Building Programme (ICBP) for linkages with capacity building activities targeted at strengthening implementation of core river basin management functions.

IKMP, on behalf of the MRC, is responsible for launching and operating the Knowledge Hub on TWRM. Therefore, the programme needs to recruit a position of the Knowledge Hub Manager to support on the implementation of the hub.

4) JOB SUMMARY

Under the overall supervision of the Division Director and the direct supervision of the IKMP Coordinator, the Knowledge Manager provides technical assistance to MRC in managing and coordinating the Knowledge Hub for TWRM. The incumbent, in full cooperation with IKMP and other MRC programmes, prepares, coordinates and follows up all activities under the MRC Knowledge Hub on TWRM.

5) KEY TASKS

The incumbent performs the following tasks:

- Promotes and facilitates a smooth, regular and timely dissemination of data, information and knowledge on TWRM to Member Countries, Knowledge Hub partners and Clients;
- Prepares and updates the detailed Business Plan for the knowledge hub on TWRM, including the financial model and incorporating lessons learnt from other knowledge hubs;
- Provides administrative and technical assistance to the operation of Interim Advisory Committee;
- Supports on development of knowledge materials including guidelines for operation of the hub;
- Assists in developing protocols for access to information, network linkages, joint activities of the knowledge hub network;
- Assists in creating relationship with partners, potential clients, leading to agreements of collaboration, including developing a network with other knowledge hubs and relevant organizations.
- Prepares the Implementation Plan for the operation of the knowledge hub on TWRM for 2011-2015 and its annual work-plan;

- Prepares and organizes training programmes (in collaboration with Integrated Capacity Building Programme) to national line agencies on knowledge and information management with a focus on tools and material for TWRM;
- Facilitate to extend network of the hub in terms of partners and clients
- Other relevant tasks as assigned by supervisor.

6) SCOPE OF AUTHORITY

- (a) **Supervision requirements:** The incumbent supervises the team of MRC knowledge hub on TWRM. S/he is responsible for the on-the-job training of MRC, National Mekong Committee and line agency staff as required.
- (b) **Level of autonomy:** Decision making is largely recommendatory, subject to the final approval of others, unless decision is clearly in line with MRC policy.
- (c) **Level of problem solving required:** Problem solving is 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.

7) 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.

8) POST-SPECIFIC QUALIFICATION

- Advance degree in social sciences, arts, or science, with post graduate training or qualifications in communications, IT, social sciences or relevant field.
- At least 10 years demonstrated experience in producing and disseminating communications products including policy briefs for targeted audiences.
- Experience in data and information analysis and research, and an understanding of the knowledge hub concept.
- Exceptional writing and communication skills.
- Ability to engage effectively with stakeholders within an academic and development partnership environment.
- Demonstrated ability to work independently and as part of a team, being a flexible, positive and collaborative team player who is able to gain the respect of his/her peers.
- Computer literate with experience in desk top publishing and web site development, as well as, Word, Excel and database management.
- Knowledge in Integrated Water Resources Management (IWRM) is an advantage.
- Experience in working in and managing programme/project of a multi-national environment is an asset;
- Fluency in English, both written and spoken, is required. Working knowledge of one more riparian language is an advantage.

9) SINGATURES

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\$ 28,467.00 (M11, step I); (ii) Monthly fluctuation and removable Devaluation Allowance (10% of basic salary for the month of Dec 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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P.O. Box 610, Vientiane, Lao PDR
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JOB DESCRIPTION

Updated December 2011

Title: Programme Officer
Functional Title: Project Manager, Climate Systemized Flood Management & Mitigation, Development & Services Unit (DSU), Flood Management and Mitigation Programme (FMMP)
Division: Technical Support Division
Level of post: M-11 (Riparian Professional)¹
Duration: One-year contract renewable
Location: MRC Secretariat, Phnom Penh, Cambodia
Reporting to: Programme Coordinator, Flood Management and Mitigation 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." The Mekong River Commission Secretariat operates since December 2010 through "co-hosting" by the Office of the Secretariat in Vientiane, Lao PDR (OSV) and the Office of the Secretariat in Phnom Penh, Cambodia (OSP).

2. THE FLOOD MANAGEMENT AND MITIGATION PROGRAMME

The Flood Management and Mitigation Programme (FMMP) is one of the MRC programmes. FMMP is operating under the Technical Support Division (TSD) of the Office of the Secretariat in Phnom Penh. The overall development objective of the FMMP is: 'People's suffering and economic losses due to floods are prevented, minimised, or mitigated, while preserving the environmental benefits of floods'. The FMMP 2004 – 2010 consisted of five components: 1. *Establishment of a Regional FMM Centre*, 2. *Structural Measures and Flood Proofing*, 3. *Enhancing Cooperation in Addressing Trans-boundary Flood Issues*, 4. *Flood Emergency Management Strengthening*, and 5. *Land Use Management*. Under FMMP 2004-2010 the Regional Flood Management and Mitigation Center (RFMMC) was established in 2006 in Phnom Penh, Cambodia. The follow-on of FMMP 2004-2010 is FMMP 2011-2015. Under the MRC Strategic Plan 2011-2015 the FMMP 2011-2015 is designed as a support programme to the RFMMC¹.

The FMMP 2011-2015, which was approved by the MRC Joint Committee in March 2011, is addressing the priorities agreed upon by the four MRC member countries and the strategic goals of the MRC. The FMMP 2011-2015, like other recently updated MRC programmes, has been structured such, that it will tangibly contribute to and support the MRC Strategy Plan 2011-2015. The programme is therefore no longer structured around components, but merely in groups of activities linked to outputs and outcomes, which contribute to the MRC Strategic Goals 2011-2015. The RFMMC distinguishes management-, operational- and development functions. The operational (routine) functions are delegated to the Operations Unit (OU); the development functions by the Development & Services Unit (DSU). The DSU will implement the various sets of development activities with the aims at enhancing and broadening the operational (routine) functions and support

¹ Reference is therefore made to RFMMC/FMMP (RFMMC, being the established center providing MRC core functions through its products and services to the MRC Member countries) and FMMP (being the support programme to the RFMMC).

services to the MRC Member countries, which are formulated through the expected outputs and outcomes of the FMMP 2011-2015.

3. JOB SUMMARY

The Project Manager reports to the FMMP Coordinator and will be fully responsible for the portfolio of activities, which will be assigned by the Programme Coordinator. These will refer to among others: the impact of climate change on short, medium and long term flood and drought behavior and climate change adaptation systemized in the RFMMC and the MRC member countries. Priority will be given systemize climate change into short term flood forecasting and medium and long term flood simulation modeling. He/she will need to develop a methodology for assessing the likely impacts of future climate change on the hydro-meteorological regime of the Lower Mekong Basin (LMB); use flood simulation models to assess impacts of the changed hydrometeorological regime; develop an implement an action plan to assess the likely impacts of possible climate change on flood behavior and flood risks; design and implement Pilot Projects to demonstrate important climate change adaptation initiatives in the MRC member countries.

Coordination with MRC Programmes (like BDP, EP/CCAI, IKMP and DMP) is vital to align with and use MRC experiences re. approaches and methodologies, and to assess and identify conditions and develop schematizations for flood simulation modeling applications.

The Project Manager will be responsible for the day-to-day management of these activities, and will operate in close collaboration with the CTA and other staffs of the RFMMC/FMMP team. Programme Coordinator, Project Managers and CTA form the Programme Management Unit (PMU).

4. KEY TASKS

The incumbent performs the following tasks:

- Is responsible for the day-to-day management the assigned development activities;
- Develops conceptual notes and strategic reports to guide decision making within RFMMC/FMMP;
- Prepares and updates action plans for implementation;
- Coordinates the implementation of the assigned activities; this includes organising and facilitating implementation plans, technical studies, training, etc;
- Disseminates and discussed progress information and eventual difficulties / bottlenecks at the PMU;
- Facilitates inter-institutional co-ordination and collaboration, and secures full involvement of the appropriate management levels;
- Secures the projects administration by developing and implementing management procedures;
- Works with the National Mekong Committees (NMCs) and national line agencies in the MRC member countries to ensure participation of appropriate Line Agencies in the implementation of the activities;
- Prepares progress and activity reports, internal performance assessment, completion reports and other reports in accordance with MRCS procedures and related specific requirements;
- Controls recruitment of staff and consultants, and prepares the Terms of Reference and budgets for project staff and consultants;
- Controls quality management of the activities;
- Controls the Terms of Reference and budgets for Country Task Groups and sub-contracts with Line Agencies;
- Supports the NMCs to ensure effective coordination with the Line Agencies and other important stakeholders;

Provides information to the NMCCs and National Centers / Line Agencies in order to ensure their awareness of and involvement in the planning and implementation of projects and activities;

Anticipates the need for the provision of relevant information to the MRCS CEO, the National Mekong Committees, the MRCS, and the various RI MMC staffs.

Carries out other related duties as may be assigned by the FMM Coordinator.

5. SCOPE OF AUTHORITY

- (a) **Supervision requirements:** The incumbent supervises any assigned staffs and / or International / National Consultants, and is responsible for their performance assessment
- (b) **Level of autonomy:** Decisions are generally recommendatory in line with MRC policy.
- (c) **Level of problem solving required:** Problem solving is 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

- A post-graduate degree in management, engineering, water resources, or related field
- At least 10 years of experience including experience at management level, preferably in a multi-cultural or international organization
- Have proven experience in complex project planning, programming, execution and coordination
- Possess good understanding of climate change and sea level rise, of hydrological and hydrodynamic modelling, of different climate models, of future climate impacts in terms of variability and extremes, of using climate factors into recorded rainfall time series, and of adaptation processes.
- Possess good project management, communication, organizational and coordination skills

Language: Excellent command of verbal and written English and one riparian language is a must

Signed: _____ Division Director, TSD Date: _____

Signed: _____ FMMP Coordinator Date: _____

Signed: _____ Incumbent Date: _____

Brief information on remuneration

The remuneration package, *subject to change*, includes (i) annual net basic salary exempt from tax by Phnom Penh authorities, starting at US\$ 28,467.00 (M-11, step I), (ii) Monthly fluctuation and removable Devaluation Allowance (10% of basic salary for the month of August 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*.

THE MRCS RESERVES THE RIGHT TO APPOINT A CANDIDATE AT A LEVEL LOWER THAN THE ADVERTIZED LEVEL OF THE POST



Mekong River Commission

ສັນຕິພາບ 2

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

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

FACSIMILE

REF FAX NO: MK- OSV 015/12

Date: 26 January 2012

To: Facsimile No.: 662-298 6605

Number of page(s): 06

Bangkok, Thailand

(including this page)

Dear Sir,

Subject: Vacancy announcement for the position of Programme Officer

The MRC Secretariat would like to announce the position of Programme Officer attached to the International Cooperation and Communications 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, 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 24 February 2012. We would appreciate it if you could forward the applications to the MRCS by 9 March 2012 so that the recruitment can be processed according to its timeline.

Thank you for your continued support.

Yours sincerely,

Hans Guttman
Chief Executive Officer
Mekong River Commission 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 *International Cooperation and Communications Section* *Post level: M-11*

The Programme Officer will be responsible for the MRC governance matters, including preparation and organisation of governance meetings, and acting as the focal person for the MRC Member Countries and Dialogue Partners. The position is 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/working-with-mrc/employment>. Women are encouraged to apply. Only short-listed candidates will be notified.

Closing date for applications: 24 February 2012

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

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

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

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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JOB DESCRIPTION

Updated: January 2012

Function title: Programme Officer
Division: International Cooperation and Communication Section (ICCS)
Level of post: M-11¹ (Riparian professional staff)
Location: MRC Secretariat, Vientiane, Lao PDR
Contract type: Fixed-term appointment
Duration: One-year contract renewable
Reporting to: Section Chief of ICCS

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, 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."

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

2. THE INTERNATIONAL COOPERATION AND COMMUNICATION SECTION

The ICCS assists the CEO in providing advice on direction and strategies for the organization. It covers the formulation of the Strategic Plan and advises on its implementation, ICCS covers communications, and liaison with regional initiatives and donor partners. ICCS is charged to meet the demand for improving coordination and cooperation with regional initiatives. ICCS is also responsible for organizing all governance meetings including the Joint Committee, Council, and Donor Consultative Group Meetings.

The MRC 1005 Agreement specifies some of the functions of the Secretariat that are under the responsibility of the International Cooperation and Communication Section (ICCS), including preparation of the annual work programme and making preparations for sessions of the Council and Joint Committee. The Rules of Procedures of the Mekong River Commission Secretariat detail these responsibilities for the Secretariat by delegation from the Joint Committee. The Secretariat (ICCS) is tasked to prepare necessary strategies and plans to implement the Agreement, to solicit and negotiate funding and support from the donor community.

ICCS includes the Communications Unit with its obvious connections to basin-wide promotion and international perspective. ICCS also drives the development of basin-wide guidelines for education/awareness raising of the present and emerging water resources issues.

3. JOB SUMMARY

Under the overall supervision of the Section Chief, ICCS, the incumbent is responsible for MRC Governance Structure / Meetings, and International Cooperation areas.

4. KEY TASKS

The incumbent performs the following key tasks:

I MRC Governance Structure / Meetings:

1 Governance Meetings

- 1.1 Meetings organization: under the supervision of the section chief, the incumbent organizes the governance meetings, including Task Force, JC Preparation, Joint Committee, Council, and other as required, according to its plan and timeline. Coordinating with the member countries for dates, times, venues, and others as related. Prepare and update the governance meetings plan and execute the plan efficiently.
- 1.2 Coordination and documentation: coordinating with the sections and programmes for the inputs / documents, or additional clarification, required for the governance meetings, finalizing the documents including briefing notes / reports, presentations, editing contributions, supervising the review process of drafted documents, integrating all comments and finalizing meeting documentations. Finalizing agendas and annotated agendas. Ensuring the documents arrive the member countries according to its timelines. Prepares and coordinate correspondences, liaising with the member countries and host country on the meeting arrangements and logistical support.
- 1.3 Management: oversee the governance meetings front and back office to ensure it is operated according to its plan effectively; solves the problems in consultation with the section chief when there is; quality control of the reproduction and distribution of documents, minutes, and reports. Supervise the ICCS supporting staff throughout the meetings to ensure the meetings has been operated successfully
2. Drafting contributions to governance meetings; minutes, reports, memos; and partly taking minutes, to assist the Rapporteur at the meetings;
3. Liaison with communication section of ICCS to ensure minutes and record of Governance Meetings are available on the MRC website in line with MRC's Disclosure Policy;
4. Monitoring and supervising the implementation of protocol matters at MRC Governance Meetings as well as advising the protocol matters to other MRC meetings;
5. Supervising meeting arrangements, particularly coordinating and advising FAS on the set-up, banners, invitation cards, banquet selection, and others as related;
6. Supervising the maintenance and advising the application of monitoring and information tools such as the governance meetings database and the governance meetings preparations guidelines;
7. Supervising and providing advice on the organization of high level meetings and courtesy visits as they relate to the MRC governance structure.
8. Advising the programmes regularly on correspondences to the MRC governance body and Dialogue Partners. Update the sections / programmes when there is a change in regard to the governance matters;
9. Act as a focal point for member countries, MRCS including programmes and sections, and donor communities, for relation with Member Countries and MRC Governance body;
10. Make presentations on behalf of the ICCS, in particular when the subjects are related to the roles and responsibilities of the governance unit, and when required;
11. Assisting the organisation and preparation of the MRC Summit which is held every four years, with close internal coordination and collaboration with NMCs;

II International Cooperation:

- 12 Working with the programmes / sections for the information / documents required for the preparation of the Annual MRC Work Programme. Preparing and supporting the process of approval of the annual MRC Work Programme. Finalizing the Work Programme for publication and supervising the distribution to the MRC community. Preparing, finalizing and supervising the distribution of the MRC Quarterly Report to the Joint Committee on its activities

13. Preparing and finalizing the annual report of MRC to the UNESCAP Assembly. Processing with the countries' approval on the report and submitting to the UNESCAP as well as follow up on the MRC participation
14. Assisting in co-ordinating and interacting with MRC donor community and partners on governance matters
15. Supervising and training support staffs of ICCS on work related to the incumbent's portfolio

III General Management:

16. Drafting the TOR for a recruiting process of consultants.
17. Coordinating with HRS and FAS for the recruitment and selection of governance related consultants/consulting firms, and payment arrangement.
18. Supervising the works of the governance-related consultant according to the TORs.
19. Acting as a Secretary to MRCS Senior Staff Meetings if the OCEO Secretary is unavailable.

IV Others

20. Performs other tasks as assigned by the Section Chief of ICCS or other authorized persons.

5. SCOPE OF AUTHORITY

- a) **Supervision requirements:** The incumbent supervises ICCS supporting staff working related to governance meeting matters and international cooperation. S/he is responsible for their works, on-the-job trainings, and partly their performance appraisals in consultation with the section chief.
- b) **Level of autonomy:** Most decisions are recommendatory, except for those made clearly in line with MRC policies and procedures.
- c) **Level of problem solving required:** Problems range from routine to complex, problems must be solved in consultation with the Section Chief.
- d) **Level and type of communications required:** Communications are broad, both within and outside of the organisation. Extensive written communications are involved.

6. COMPETENCE REQUIREMENTS

Core Values: Integrity, Transparency, Professionalism, Results-Oriented, and Respect for Diversity

Core Competencies: Communication, Teamwork, Planning & Organising, Reliability, 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

7. POST-SPECIFIC QUALIFICATIONS

- At least university degree in International Relations, International Development, Political, Social Science, or related discipline. A Masters degree is desirable.
- At least 10 years progressive working experience relevant with governance relations management, and international cooperation and communication in particular with international development-oriented organization.
- Highly experience in preparing and managing governance meetings, international conference, and related editorial and protocol matters.
- Knowledge of Southeast Asia's social, cultural, and political structures is highly desirable.
- Knowledge of natural resources management / environmental awareness is desirable.

- Familiar with essential aspects of technical co-operation, in particular programme development, monitoring and evaluation, and quality assurance.
- Excellent interpersonal and cross-cultural communication skills, team management, planning skill, and coordination skills.
- Must be a reliable, accountable, and result-oriented person
- Good sense of initiative and sound political and diplomatic judgment.
- Excellent computer skill, and knowledge of database management
- Ability to perform highly satisfactory under pressure and to meet deadlines.
- Excellent command of written and spoken English. Knowledge of more than one riparian language and donor community is an advantage.

8. SIGNATURES

Section Chief of ICCS: _____ (date)

Job Incumbent: _____ (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\$ 28,467 (M-11, step 1); (ii) Monthly fluctuation and removable Devaluation Allowance (10% of basic salary for the month of Dec 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.

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b/b