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ด่วนมาก

ที่ ทส ๐๖๓๐/ ๖๖๕



สำนักเลขาธิการคณะกรรมการแม่น้ำโขงแห่งชาติไทย
กรมทรัพยากรน้ำ

๑๘๐/๓ ถนนพระราม ๖ ซอย ๓๔

แขวงสามเสนใน เขตพญาไท

กรุงเทพฯ ๑๐๕๐๐

กรมทรัพยากรน้ำ
เลขรับ ๘๐๕๖
วันที่ ๑๔ ก.พ. ๒๕๕๕
เวลา ๐๙.๕๖ น.

๓ กุมภาพันธ์ ๒๕๕๕

เรื่อง รับสมัครเจ้าหน้าที่ปฏิบัติงาน ณ สำนักงาน MRCS

๑) เรียน อธิบดีกรมประชาสัมพันธ์

สิ่งที่ส่งมาด้วย สำเนาโทรสารสำนักงานเลขาธิการคณะกรรมการแม่น้ำโขง เลขที่ MK- OSV ๐๑๙/๑๒
ลงวันที่ ๓ กุมภาพันธ์ ๒๕๕๕ พร้อมรายละเอียด Job Description รวมจำนวน ๙ หน้า

ด้วย สำนักงานเลขาธิการคณะกรรมการแม่น้ำโขง (Mekong River Commission Secretariat: MRCS) ประสงค์จะรับสมัครเจ้าหน้าที่ปฏิบัติงาน ณ สำนักงาน MRCS ๒ ตำแหน่ง ปิดรับสมัคร ในวันที่ ๒ มีนาคม ๒๕๕๕ ดังนี้

๑. ปฏิบัติงานที่กองสนับสนุนด้านวิชาการ (Technical Support Division: TSD) ณ MRCS กรุงเทพมหานคร ราชอาณาจักรกัมพูชา คือ Information and Knowledge Management Programme Coordinator แผนงานการจัดการองค์ความรู้และข้อมูลข่าวสาร

๒. ปฏิบัติงานที่กองวางแผน (Planning Division) ณ MRCS สาธารณรัฐประชาธิปไตยประชาชนลาว คือ Socio-Economic Specialist แผนงานพัฒนาลุ่มน้ำ

โดยผู้สมัครจะต้องมีคุณสมบัติตาม Job description ดังมีรายละเอียดปรากฏในสิ่งที่ส่งมาด้วย

กรมทรัพยากรน้ำ ในฐานะสำนักเลขาธิการคณะกรรมการแม่น้ำโขงแห่งชาติไทย ซึ่งทำหน้าที่เป็นหน่วยประสานงานภายใต้กรอบความร่วมมือ MRC ของฝ่ายไทย จึงขอเชิญชวนเจ้าหน้าที่ผู้สนใจ และมีคุณสมบัติตรงตาม Job Description ซึ่งสามารถดูรายละเอียดและสามารถ Download MRC Personal History Form ได้จาก www.mrcmekong.org และส่งใบสมัครพร้อมประวัติส่วนบุคคลและรูปถ่ายมายังกรมทรัพยากรน้ำ ตามที่อยู่ข้างต้น หรือทางจดหมายอิเล็กทรอนิกส์ tnmc@dwr.mail.go.th ตามวันเวลา ดังกล่าวข้างต้น ทั้งนี้ เพื่อกรมทรัพยากรน้ำจะได้ประสานการดำเนินการต่อไป

จึงเรียนมาเพื่อโปรดพิจารณา

ขอแสดงความนับถือ

ทพ ๑

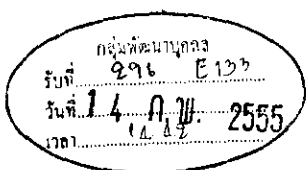
นายชัยพร ศิริพรไพบูลย์

รองอธิบดี ปฏิบัติราชการแทน

อธิบดีกรมทรัพยากรน้ำ

สำนักบริหารจัดการลุ่มน้ำโขง

โทร. ๐ ๒๒๗๑ ๖๐๐๐ ต่อ ๖๖๑๗, โทรสาร. ๐ ๒๒๙๘ ๖๖๐๕



②เรียน ผอ.สำนัก/ผอ.กอง. ผชช. และหัวหน้าหน่วยงาน
เพื่อโปรดเวียนแจ้งให้ข้าราชการในสังกัดที่มี
คุณสมบัติตรงตามที่กำหนดได้ทราบโดยทั่วกันทั้งนี้ให้
จัดส่งใบสมัครพร้อมประวัติส่วนตัวบุคคลและรูปถ่าย
ไปยัง กรมทรัพยากรน้ำ หรือ ทาง Email address:
tnmc@dwr.mail.go.th โดยตรงต่อไป จะเป็นพระคุณยิ่ง


(นายกิตติศักดิ์ หาญกล้า)

อกจ.

๑๔ ก.พ. ๕๕



Mekong River Commission

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FACSIMILE

REF FAX NO: MK- OSV 019/12
To: Facsimile No.: 662-298 6605
Bangkok, Thailand

Date: 3 February 2012
Number of page(s): 09
(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.

- Information and Knowledge Management Programme Coordinator, Information and Knowledge Management Programme, Technical Support Division
- Socio-Economic Specialist, Basin Development Plan Programme, Planning 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 2 March 2012. We would appreciate it if you could forward the applications to the MRCS by 16 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 highly qualified candidates for the positions of

1. Programme Coordinator

Information and Knowledge Management Programme, Technical Support Division

Post level: M-13

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

2. Socio-Economic Specialist

Basin Development Plan Programme, Planning Division

Post level: M-12

(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/working-with-mrc/employment>. Women are encouraged to apply. Only short-listed candidates will be notified.

Closing date for applications: 2 March 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

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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JOB DESCRIPTION

Updated: January 2012

Title:	Programme Coordinator
Functional Title:	Information and Knowledge Management Programme Coordinator
Division:	Technical Support Division
Level of post:	M-13 ¹ (Riparian Professional)
Duration:	One-year renewable contract
Location:	MRC, Office of Secretariat in Phnom Penh (OSP), Cambodia
Reporting to:	Division Director, Technical Support 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. 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. JOB SUMMARY

Under the direct supervision of the Director of the Technical Support Division, the IKMP Coordinator is responsible for the overall preparation and coordination of the IKM Programme and its projects. The responsibility include but not limited to allocation and administration the Programme budget and oversees all technical, financial and administrative aspects of Programme.

4. KEY TASKS

To implement IKMP and support programme coordination. The incumbent performs the following tasks:

- Manage the Team of the Information and Knowledge Management Programme at MRC Secretariat,, including assessment and evaluation of programme staff performance against their job description as immediate supervisor.
- Manage and coordinate all technical, administrative and financial activities to ensure the effective and efficient implementation of the programme in full compliance with all applicable Development Partner funding agreement, the Programme Document and MRC procedures and standards.
- Act as a Manager for consultation, coordination and implementation of all IKMP activities to ensure streamlined and transparent interfaces between components, other MRC programmes, and with related national and regional institutions (intra-programme, inter-programme and external coordination);
- Consult and coordinate with other MRC programmes and member countries in defining the IKMP activities as IKMP is a service programme cutting across other MRC programmes
- Coordinate, organize and facilitate the IKMP Implementation work plans, budget plans, technical studies, training and workshop schedules, etc. in a well coordinated and harmonized manner;
- Manage the programme's budget and prepare reports to the MRC Governance Structure, Director of Technical Support Division and Development Partners (inception report, progress and activity reports, internal performance assessment, IKMP completion report, etc).
- Prepare Term of Reference, specifications, tender documents, etc. as required for implementation of IKMP activities;
- Coordinate with the all IKMP teams of Modeling, Hydrology and Information System to ensure that the Implementation of projects under IKMP is in good progress and efficient use of available resources. Coordinate of inputs of other international consultants and MRC professional staff;
- Together with CTA serves as secretary to the Technical Assistance and Coordination Team meetings;
- Maintaining regular communication and close collaboration with and support to National Mekong Committees and their secretariats, and relevant line agencies in riparian countries;
- Closely coordinating with national and regional partners to support IKMP implementation for Member Countries;
- Identify progressive risks, key and emerging issues hampering the progress of IKMP coordination and implementation including foreseen and/or actual deviations from the work plans, milestones and indicators, assess consequences, select and implement appropriate response measures;
- Establish network with other international river basin organizations and develop global links with relevant organizations and technological resource centres around the world;
- Other related duties as may be assigned by the supervisor.

5. SCOPE OF AUTHORITY

- (a) **Supervision requirements:** The incumbent supervises IKMP Team. S/he is responsible for their outputs, their on-the-job training and their performance appraisal to be carried out in line with MRC guidelines.
- (b) **Level of autonomy:** Decision making is subject to the final approval of others, unless decision is clearly in line with MRC policy. The position manages and administers projects/programme as assigned.
- (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

- Master degree or higher in natural science, modelling, GIS/database and water resources management;
- At least 15 years relevant experience in the four MRC Member Countries with minimum 5 years experience with Natural or Water Resources Management, including modelling, GIS and remote sensing application and river monitoring.
- Extensive experience in data and information management, geospatial data infrastructure issues, data integration;
- Ability to consult and coordinate with other MRC programmes and member countries in defining the relevant IKMP activities to support the service needed by the programmes and the member countries;
- Demonstrated ability to coordinate complex technical programmes in a multi-country/state setting with different social, economic, and political systems;
- Knowledge/experience within development project planning, programming, execution, strategy formulation, project preparation and project management work including procurement of services and contracting. Experience with implementation of project/programmes financed by international financing institutions such as the World Bank, Asian Development Bank, bilateral donor aid agencies etc is an advantage;
- Excellent writing, presentation and reporting skills;
- Fluency in spoken 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\$ 45,664.00 (M-13, step I); (ii) Monthly fluctuation and removable Devaluation Allowance (10% of basic salary for the month of Dec 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 in principle is up to maximum 6 years.

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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JOB DESCRIPTION

Update: January 2012

Title:	Specialist
Functional Title:	Socio-Economic Specialist
Division:	Basin Development Plan Programme, Planning Division
Level of post:	M – 12 (Riparian staff)
Duration:	One year contract renewable
Location:	MRCS, Vientiane, Lao PDR
Reporting to:	BDP Programme Coordinator, 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. 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 PLANNING DIVISION/BDP PROGRAMME

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 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 manage the Mekong water and related resources for poverty alleviation while protecting the environment". In the period 2011-2015, the BDP Programmes supports 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 guidance of the Director of Planning Division and direct supervision of the BDP Programme Coordinator and Chief Technical Advisor, the Socio-Economic Specialist will be responsible for the management of socio-economic related tasks of basin development planning and facilitation of stakeholder engagement in the planning process.

4. KEY TASKS

The Incumbent performs the following tasks:

- Work under supervision of the BDP Programme Coordinator and in close consultation with the CTA of the BDP.
- Lead the overall MRC economic and socio-economic activities, such as strategic studies, basin-wide development scenario assessment and the monitoring and regular updates on economic and socio-economic development trends in the LMB.
- Lead, in cooperation with the Participatory Planning and Capacity Development Specialist, the identification and consensus building on the strategic focus and technical approach(es) to economic and socio-economic framework of activities of the MRC in general and for basin development planning in particular.

- Identify the needs for socio-economic data and information for basin development planning. Ensure that the needs are addressed in MRC related monitoring systems and activities.
- Guide the work of BDP and EP and of other MRC programmes to implement the MRC socio-economic activities in a coherent manner including but not limited to socio-economic database, social impact and vulnerability monitoring and assessment and reporting and other related surveys and assessments.
- Advise and support BDP and EP in designing the process and facilitating the development and consensus building among MRC Member Countries and stakeholders of basin social and environment objectives and indicators.
- Assist the Land Use and Management Specialist in defining, from an economic and socio-economic viewpoint, the scope and assessment framework of updating the basin-wide development scenarios and the IWRM-based Basin Development Strategy.
- Identify training and capacity building needs with emphasis on economic and socio-economic aspects and contribute to capacity building activities.
- Identify the needs for economic and socio-economic data and information and tools for basin development planning.
- In coordination with concerned MRC programmes/divisions, National BDP Units, working groups and other planning partners, ensure timely mobilization of inputs and delivery of quality economic and socio-economic data and information and assessments in the planning process.
- Manage the economic and socio-economic aspects in project level review and assessment. Contribute to the review of project reports to serve the MRC prior consultation and agreement on significant projects and other activities.
- Facilitate the work of sector and planning working groups for BDP.
- Facilitate and support the implementation of BDP at country level.

5. THE SCOPE OF AUTHORITY

- (a) **Supervision requirements:** None
- (b) **Level of autonomy:** Decision-making is largely recommendatory unless clearly in line with MRC policy
- (c) **Level of problem solving required:** Problem solving is of both technical and complex policy/institutional nature 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, 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:** Leadership, building trust and judgment/decision-making.

7. POST-SPECIFIC QUALIFICATIONS

- Master or higher degree(s) in sociology and other related social science disciplines.
- At least 12 years varied experience in socio-economic aspects related to water resources, natural resources planning and management.
- Good understanding of and experience in the Mekong River Basin
- Sound knowledge of political and Institutional environment for civil society/NGO involvement in Lower Mekong Basin countries
- Good analytical, organizational and facilitation skills
- Ability to work and cooperate in an international environment is a necessity;
- Fluency in English both spoken and written is required.