

ด่วนมาก

ที่ ทส ๐๖๓๐/ ๖๕๕๕



๒๕๕๕
วันที่ ๕
เวลา ๑๕.๐๐ น.

สำนักเลขาธิการคณะกรรมการแม่น้ำโขงแห่งชาติไทย
กรมทรัพยากรน้ำ

๑๘๐/๓ ถนนพระราม ๖ ซอย ๓๔
แขวงสามเสนใน เขตพญาไท

กรุงเทพฯ ๑๐๕๐๐

๑๑ พฤษภาคม ๒๕๕๕

เรื่อง รับสมัครเจ้าหน้าที่ปฏิบัติงานตำแหน่ง Database Manager

กองการเจ้าหน้าที่
รับที่ ๕ พ.ค. ๒๕๕๕ ๕๒๖๒

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๑) เรียน อธิบดีกรมประชาสัมพันธ์

สิ่งที่ส่งมาด้วย สำเนาโทรสารสำนักงานเลขาธิการคณะกรรมการแม่น้ำโขง เลขที่ MK- OSV ๐๖๔/๑๒
ลงวันที่ ๔ พฤษภาคม ๒๕๕๕ พร้อมรายละเอียด Job Description รวมจำนวน ๕ หน้า

ด้วย สำนักงานเลขาธิการคณะกรรมการแม่น้ำโขง (Mekong River Commission Secretariat: MRCS) ประสงค์จะรับสมัครเจ้าหน้าที่ปฏิบัติงานที่กองสนับสนุนด้านวิชาการ ตำแหน่ง Database Manager แผนงานการจัดการองค์ความรู้และข้อมูลข่าวสาร ณ MRCS กรุงเทพมหานคร ราชอาณาจักรกัมพูชา 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 ซึ่งปิดรับสมัครในวันที่ ๑ มิถุนายน ๒๕๕๕ ทั้งนี้ เพื่อกรมทรัพยากรน้ำจะได้ประสานการดำเนินการต่อไป

จึงเรียนมาเพื่อโปรดพิจารณา

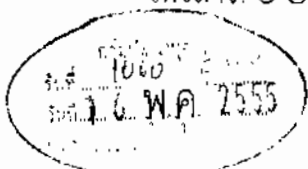
ขอแสดงความนับถือ

(นายชัยพร ศิริพรโพบูลย์)
รองอธิบดี ปฏิบัติราชการแทน
อธิบดีกรมทรัพยากรน้ำ


สำนักบริหารจัดการลุ่มน้ำโขง

โทร. ๐ ๒๒๗๑ ๖๐๐๐ ต่อ ๖๖๑๗

โทรสาร. ๐ ๒๒๘๘ ๖๖๐๕



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


(นางวนิดา ชัยประภา)

ร.อกจ.

๑๖ พ.ค. ๕๕



Mekong River Commission

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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 Fu 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 064/12
To: Facsimile No.: 662-298 6605
Bangkok, Thailand

Date: 4 May 2012
Number of page(s): 5
(including this page)

Dear Sir,

Subject: Vacancy announcement for the position of Database Manager

The MRC Secretariat would like to announce an opening in the position of Database Manager attached to the Information and Knowledge Management Programme (IKMP), Technical Support 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 1 June 2012. We would appreciate it if you could forward the applications to the MRCS by 15 June 2012 so that the recruitment can be processed according to its timeline.

Thank you for your continued support.

Yours sincerely,

Nguyen Hai Yen
Officer-In-Charge
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

Database Manager

Information and Knowledge Management Programme (IKMP), Technical Support Division
Post level: M-10

The Database Manager will co-ordinate and carry out Data and Informatics work for MRC programmes and projects, and provide other technical support and assistance to them in these areas. He/she will support the MRCS-Information System (MRCS-IS) development; to manage and maintain MRC Master Catalogues of a variety of databases including spatial, time series, relational, etc. The position is based at the Office of the MRC Secretariat in Phnom Penh, Cambodia.

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

Closing date for applications: 1 June 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: 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



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JOB DESCRIPTION

Updated: April 2012

Title:	Programme Officer
Functional Title:	Database Manager
Programme/Division:	Information & Knowledge Management Programme (IKMP) / Technical Support Division
Level of post:	M-10 ¹ (Riparian Professional)
Duration:	One-year contract renewable
Location:	MRC Secretariat, Phnom Penh, Cambodia
Reporting to:	Programme 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 TECHNICAL SUPPORT DIVISION

The Technical Support Division 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. The Division prepares and develops appropriate modelling systems and other decision-support systems for the MRC. It is also responsible for encouraging the use of appropriate technologies in planning, co-ordinating and developing the basin's resources, and provides a wide variety of technical support and assistance to MRC Programmes and projects.

3) JOB SUMMARY

Under the overall supervision of the IKMP coordinator, and the direct supervision of the GIS Team leader, the Database Manager co-ordinates and carries out Data and Informatics work for MRC programmes and projects, and provides other technical support and assistance to them in these areas. The IKMP data and Information needs assessment from 2009 prioritize many key areas where information has to be generated

The MRCS-Information System (MRCS-IS) was established by 2011 and made available via the MRCS- Portal. Other Web based systems like MekongInfo and a modeling Community Site are established as well. Many dataset and data set series are still to be included in the MRCS-IS after Quality Assurance and Quality Control and Metadata being added.

4) KEY TASKS

The incumbent performs the following tasks

1. Maintain and update MRCS- Information System databases, including relational databases, geospatial, and hydromet data
2. Manage and support systems: file & disk storages, access permissions, operating systems - Windows & Linux, backups & recovery, servers, networking, . etc.
3. Manage Internet Portal, MekongInfo and Community sites
4. Maintain and support GIS systems including ArcSDE, ArcIMS, ArcGIS software and licenses
5. Assist and support in database and web developments
6. Support in establishment, implementation and update of MRCS-IS
7. Procurement of IT equipment and inventory
8. Make scripts for backup, file transfer etc.
9. Assist in Training and Capacity building related to NIS, MRC-IS, web portal, master catalogue and database related activities to MRC programmes, NMCs and national Line agencies
10. Any other IT and Informatics related tasks.

5) SCOPE OF AUTHORITY

- (a) **Supervision requirements:** The incumbent does not have any supervisory responsibilities but is responsible for the on-the-job training of MRC, NMC and line agency staff as detailed in key tasks above.
- (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 a high level of 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.

7) POST-SPECIFIC QUALIFICATIONS

- An advanced degree in IT, Informatics or similar, with at least seven years of experience in system management, database design and web application development, system supports and administrations in Windows 2008/2003 and Linux CentOS servers, and ArcGIS/ArcSDE license servers.
- Experience in construction and use of Relational databases
- Experience in Web applications construction and maintenance
- Experience in HTML, SQL, Java or other programming languages.
- Knowledge about data Quality Assurance / Quality Control Procedures
- Knowledge of Metadata standards like ISO19115/139, FGDC or Dublin Core.
- Knowledge about project management
- Knowledge about procurement
- Working familiarity within the Mekong region is preferred.

Language: Fluency in English, both written and spoken. Working knowledge of more than one riparian language is desirable

8) SIGNATURES

Incumbent: _____ () _____ (date)

Supervisor: _____ () _____ (date)

Director: _____ () _____ (date)

CEO: _____ () _____ (date)

i Brief information on remuneration

The remuneration package, *subject to change*, includes: (i) Annual net base salary exempt from tax by Cambodia authorities, starting from US\$ 22,910 (M-10, step I); (ii) Monthly fluctuation and removable Devaluation Allowance (10% of basic salary for the month of March 2012) (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 ADVERTISED LEVEL OF THE POST.