

ส่ง กค. 9/๖๖๖ ๖ มิ.ย. ๕๕

# ด่วนมาก

ที่ ทส ๐๖๓๐/ ๑ ๕๐๑



สำนักงานเลขาธิการคณะกรรมการแม่น้ำโขง  
กรมทรัพยากรน้ำ  
๑๘๐/๓ ถนนพระราม ๖ ซอย ๓๔  
แขวงสามเสนใน เขตพญาไท  
กรุงเทพฯ ๑๐๔๐๐

กรมประชาสัมพันธ์
เลขรับ
วันที่ ๐ ๖ มิ.ย. ๕๕
เวลา ๑๔.๐๖ ๔.

๑ มิถุนายน ๒๕๕๕

เรื่อง รับสมัครงานตำแหน่งต่างๆ ของ MRCS ๓ ตำแหน่ง

เรียน อธิบดีกรมประชาสัมพันธ์

กองการเจ้าหน้าที่	
วันที่	๒๕ มิ.ย. ๕๕
หน้างาน/ผู้รับผิดชอบ	๑๕/๕๕
<input type="checkbox"/> กพ.	<input type="checkbox"/> กอ.
<input type="checkbox"/> สบ.	<input type="checkbox"/> สส.
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สิ่งที่ส่งมาด้วย สำเนาโทรสารสำนักงานเลขาธิการคณะกรรมการแม่น้ำโขง เลขที่ MK- OSV ๐๘๓/๑๒  
ลงวันที่ ๓๐ พฤษภาคม ๒๕๕๕ พร้อมรายละเอียด Job Description รวมจำนวน ๑๒ หน้า

ด้วย สำนักงานเลขาธิการคณะกรรมการแม่น้ำโขง (Mekong River Commission Secretariat : MRCS) มีความประสงค์จะรับสมัครงานตำแหน่งต่างๆ ๓ ตำแหน่ง ปฏิบัติงาน ณ MRCS  
สาธารณรัฐประชาธิปไตยประชาชนลาว ดังนี้

๑. Basin Development Plan Programme Coordinator แผนงานพัฒนาลุ่มน้ำ
๒. Senior Specialist for Monitoring and Evaluation หน่วยประสานด้านวิชาการ
๓. Human Resources Officer ฝ่ายพัฒนาทรัพยากรบุคคล

โดยผู้สมัครจะต้องมีคุณสมบัติตาม Job description ดังมีรายละเอียดปรากฏในสิ่งที่ส่งมาด้วย

กรมทรัพยากรน้ำ ในฐานะสำนักเลขาธิการคณะกรรมการแม่น้ำโขงแห่งชาติดไทย ซึ่ง  
ทำหน้าที่เป็นหน่วยประสานงานภายใต้กรอบความร่วมมือ MRC ของฝ่ายไทย จึงขอเชิญชวนเจ้าหน้าที่  
ผู้สนใจและมีคุณสมบัติตรงตาม Job Description ซึ่งสามารถดูรายละเอียดและสามารถ Download  
MRC Personal History Form ได้จาก [www.mrcmekong.org](http://www.mrcmekong.org) และส่งใบสมัครพร้อมประวัติส่วนบุคคล  
และรูปถ่ายมายังกรมทรัพยากรน้ำ หรือทาง Email address : [tnmccdw@mail.go.th](mailto:tnmccdw@mail.go.th) ภายในวันที่ ๒๙  
มิถุนายน ๒๕๕๕ ทั้งนี้ เพื่อกรมทรัพยากรน้ำจะได้ประสานการดำเนินการต่อไป

จึงเรียนมาเพื่อโปรดพิจารณา

ขอแสดงความนับถือ

(นายชัยพร ศิริพรใหญ่)

รองอธิบดีกรมทรัพยากรน้ำ

รองเลขาธิการคณะกรรมการแม่น้ำโขงแห่งชาติดไทย

สำนักบริหารจัดการลุ่มน้ำโขง

ผู้แทนไทยดำรงในคณะกรรมการร่วม คณะกรรมการแม่น้ำโขง

โทร. ๐ ๒๒๗๓ ๖๐๐๐ ต่อ ๖๖๓๗

โทรสาร. ๐ ๒๒๗๘ ๖๖๐๕

เรียน ผอ.สำนัก, ผชช. ,ผอ.กอง และหัวหน้าหน่วยงาน

เพื่อโปรดทราบและกรุณาแจ้งให้เจ้าหน้าที่ในสังกัด  
ทราบโดยทั่วกันด้วย จะเป็นพระคุณยิ่ง



(นางวนิดา ชัยประภา)

ร.อกจ.

๘ มิ.ย. ๕๕



# Mekong River Commission

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Tel: (856-21) 263 263 Fax: (856-21) 263 264

สำนักงานบริหารจัดการลุ่มน้ำโขง

เลขที่รับที่ ๕๖๓

วันที่ ๓๐ พ.ค. ๒๕๕๕

เวลา ๕:๔๕ น.

## FACSIMILE

REF FAX NO: MK- OSV 083/12  
To: Facsimile No.: 662-298 6605  
Bangkok, Thailand

Date: 30 May 2012  
Number of page(s): 12  
(including this page)

Dear Sir,

**Subject: Vacancy announcement for three 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.

- Basin Development Plan Programme Coordinator, Basin Development Plan Programme, Planning Division (Re-announcement)
- Senior Specialist for Monitoring and Evaluation, Technical Coordination Unit
- Human Resources Officer, Human Resources Section

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](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 this vacancy to relevant ministries and line agencies.

The closing date for the applications is 29 June 2012. We would appreciate it if you could forward the applications to the MRCS by 13 July 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. Basin Development Plan Programme Coordinator**

*Basin Development Plan Programme, Planning Division*

*Post level: M-13*

### **2. Senior Specialist for Monitoring and Evaluation**

*Technical Coordination Unit*

*Post level: M-12*

### **3. Human Resources Officer**

*Human Resources Section*

*Post level: M-11*

*These positions are based at the Office of the MRC 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>. Qualified female candidates are encouraged to apply. Only short-listed candidates will be notified.

Closing date for applications: 29 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](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)



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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>1</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.

- 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: \_\_\_\_\_

### <sup>i</sup> 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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Office of the Chief Executive Officer  
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Tel: (856-21) 263 263 Fax: (856-21) 263 264

## JOB DESCRIPTION

Updated May 2012

Function title:	Human Resource Officer
Division:	Human Resource Section
Level of post:	M-11 (Riparian professional staff) <sup>1</sup>
Location:	MRC Secretariat, Vientiane, Lao PDR
Contract type:	Fixed-term appointment
Duration:	One-year contract renewable
Reporting to:	Chief of Human Resource Section

### 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 operational arm of the MRC. It provides technical and administrative services to the JC and the Council to achieve the MRC's mission.

### 2. THE HUMAN RESOURCE SECTION (HRS)

The Section aims to provide the Secretariat and Operational Programmes with modern and highly efficient human resources management and development services. Furthermore we aim to ensure the development of the right skills, competencies, and organizational culture in the MRC to support full implementation of the Strategic Plan. The Section is also responsible for interacting effectively on human resources services with the National Mekong Committee, Riparian National Agencies, International Agencies, and Donor Communities.

### 3. JOB SUMMARY

Under the overall supervision of the Chief HRS, the incumbent is responsible for human resources management services including plan, manage, assess and coordinate compensation and benefits activities and compliance needs, performance evaluation, payroll and allowance administration, employment contracts including special service agreement and service contracts of the Secretariat, all consultants, and project staff.

### 4. KEY TASKS

The incumbent performs the following tasks:

1. Responsible for day-to-day activities of compensation and benefit and service agreement contract functions to meet the objectives and timeline of the programmes and sections, Leads, Manages, and Develops the Compensation & Benefits in line with MRCS policies and procedures and its budget:
  - 2.1 Design the basic compensation structures in the organization (grading system, job evaluation system, job description policy, promotion policy, etc) aligned with the corporate culture and the corporate values;

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- 2.2 Leads different HR Projects (not just projects from the compensation and benefits area);
- 2.3 Coordinates compensation processes like the salary planning, bonus planning and incentive schemes development.
- 2.4 Working in coordination with the consultants for the services required;
- 2.5 Participating in the salary survey.
- 2. Managing and coordinating all benefits and allowances in accordance regulatory and internal policies. Mediate between benefits providers and organization and its staff members;
- 3. Supervising human resources data; personnel data, attendance records, Personal Action Forms, PARs, and other related data;
- 4. Verifying the rate or fee of staff and/or individual consultant prior offering the job;
- 5. Preparing the employment contracts, special service agreements, and service contracts'
- 6. Updating staffing table and manning table;
- 7. Preparing staff cost reports per head, section/programme, and overall organization, preparing staff cost budgets,
- 8. Administering monthly payroll ensuring its corrections and timeliness in line with the MRCS policies;
- 9. Administering the Annual Staff Performance Appraisal Review (PAR) process to meet its objectives and timelines
- 10. Updating statistically data for human resources matters including numbers of staff members, consultants, staff turnover, , PARs, monthly payroll, consultant fee rates including consultants in general and NMCS staff, promotions, transfers, terminations;
- 11. Updating and improving all forms related to human resources services i.e. Application, PARs, Benefit and Allowances Requests, and etc;
- 12. Updating, or seeking to improve, the human resources manuals to be in line with MRC objectives and directions;
- 13. Ensuring HR services is being operated according to MRC policies and procedures. HR best practices, fairly and transparency;
- 14. Providing advice related to HR services to the programmes and sections when required;
- 15. Attending the MRCS Staff Association when required;
- 16. Supervising, coaching, and evaluating performance of HR assistants;
- 17. Performs other related tasks as assigned by the Chief HRS.

## 5. SCOPE OF AUTHORITY

- a) **Supervision requirements:** The incumbent supervises 2 Personnel Assistants. S/he is responsible for their works, on-the-job trainings, and their performance appraisals, to be carried out in line with MRC policy.
- b) **Level of autonomy:** Most decisions are recommendatory, except for those made clearly in line with MRC policies.
- c) **Level of problem solving required:** Problems range from routine to complex, but most solutions fall within the guidelines of the MRC Personnel Manual.
- 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, 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

- University degree in human resources management, business administration, labour relations or related fields. A Master degree is desirable;
- 7-10 years progressive working experience in human resources or personnel management preferably in an international/regional development co-operation context;
- Experience in payroll administration is desirable;
- Experience in general administration and organization development will be definitely advantage;
- Knowledge of United Nations' regulations and practice is preferable.;
- Strong computer skills, knowledge of database management, and SOI OMON programme is an advantage;
- Ability to work under pressure and meet deadlines;
- Excellent command of written and spoken English. Knowledge of more than one riparian language is an advantage.

## 8. SIGNATURES

Chief of HRD Section: \_\_\_\_\_ (date)

Incumbent: \_\_\_\_\_ (date)

### 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\$ 28,467.00 (M-11, step I); (ii) MRC's contribution to staff member's Provident Fund of 14% of basic salary upon completion of 3 years in service; (iii) Contribution of MRC to Health and Accident insurances (on shared basis with employee); (iv) 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 annually; (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

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# Mekong River Commission

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Office of the Chief Executive Officer  
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## JOB DESCRIPTION

Update: May 2012

<b>Title:</b>	Senior Specialist
<b>Functional Title:</b>	Monitoring and Evaluation Specialist
<b>Programme/Section:</b>	Technical Coordination Unit
<b>Level:</b>	M-12 <sup>1</sup> (Riparian professional)
<b>Contract type:</b>	Fixed-term appointment
<b>Duration:</b>	One-year contract renewable
<b>Location:</b>	Office of the Secretariat, Vientiane, Lao PDR
<b>Reporting to:</b>	Technical Coordination Advisor

### 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, the Lao PDR, Thailand and Viet Nam. In accordance with this Agreement, the Mission of MRC is. "To promote and coordinate sustainable management and development of water and related resources for the countries' mutual benefit and the people's well being by implementing strategic programmes and activities and providing scientific information and policy advice."

#### 1. The Performance Management Team

The MRC has committed itself to being an efficient and effective organisation and needs to be able to demonstrate improvement of both the organisation's performance and the programmes' performance to both its Member Countries and its development partners. It also needs to demonstrate consistency with and contribution to the MRC's strategic plan objectives and its core functions and that it is continually improving its performance.

The Performance Management Team of the MRC Secretariat aims to support the establishment and operationalisation of a Performance Management System in the Mekong River Commission. In establishing a Performance Management System the MRC is committing itself to a system which not only assesses evidence of results achieved, but also

- Reviews the programming context to demonstrate the continued relevance and priority of its work;
- Considers the likely sustainability of what has been achieved;
- Assesses the efficiency of management arrangements, and
- Recognises the need for feedback systems on the lessons learnt about what is actually working in order to adapt to changing contexts and promote ongoing improvement by promptly applying this information.

#### 2. Job Summary

Under the overall supervision of the Technical Coordination Advisor (TCA) of the Technical Coordination Unit (TCU) and in close collaboration with the Integrated Capacity Building programme

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(ICBP), the Monitoring and Evaluation Specialist will manage and coordinate all activities required to complete the establishment followed by operationalisation of the Results Based Monitoring and Evaluation System (RBMES) for the organisation.

### **3. Key Tasks**

The incumbent will perform the following tasks.

#### **A. Management Responsibility for the (RBMES)**

- Develop the operational plan for the monitoring and evaluation system of the MRC;
- Ensure overall function of the (RBMES) including planning, coordination, quality assurance of data and assessment, and timely reporting to the main stakeholders;
- Establish, monitor compliance and review the appropriateness of common formats, processes, quality standards, etc;
- Ensure programme designs adequately plan activities and resources for the RBMES;
- Establish ToR, contract and oversight Mid-Term Reviews and evaluations of the MRC Strategic Plan (SP) and individual programmes;
- Compile management recommendations and reports for the CEO/Senior Management regarding the SP and programmes and follow up on implementation of related decisions;
- Coordinate periodic review and updating of the RBMES (through peer reviews, etc.);
- Support capacity development of relevant staff on RBMES.

#### **B. Monitoring Responsibility related to the MRC Strategic Plan**

- Establish the monitoring plan for the SP, and quality assure and supervise monitoring activities. These activities will include establishment of the baseline situation, data collection and processing tools and processes, and quality assurance of the data;
- Periodically review indicators, data management and analysis processes and make necessary adjustments;
- Facilitate 6 monthly Performance Management Review Workshops to reflect on progress towards the goals of the SP;
- Report on SP Progress to CEO, JC, and Council, including compilation of reports from NMCSs;
- Coordinate closely with ICCS on all RBMES activities related to the SP;
- Support National Mekong Committee Secretariats (NMCSs) in their Strategic Plan PMS functions.

#### **C. Monitoring Responsibility related to the Programmes**

- Review 6 monthly Programme Output Reports and Annual Outcome Reports;
- Collate relevant programme level information for SP reports;
- Provide mentoring support to the programmes to encourage and support them in applying result-based management to their programmes;
- Provide facilitation support to individual programmes for 6 monthly Performance Management Review workshops;
- Provide coordination for indicators which need collaboration of two and more programmes & indicators above programme level.

#### 4. Scope of Authority

- a) **Supervision requirements:** The incumbent does not directly supervise any staff but will be given authority from the CEO to coordinate and supervise the implementations of the RBMES.
- b) **Level of autonomy:** Decision-making – high level.
- c) **Level of problem solving required:** An ability to think creatively and solve complex problems is required.
- d) **Level and type of communications required:** Communications are wide, both within and outside of the organisation. High level both in interpersonal, communication and reporting writing skills is required

#### 5. Competence Requirements

**Core Values:** Integrity, professionalism and respect for diversity

**Core Competencies:** Communication, teamwork, planning and organising, 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.

#### 6. Post-specific Qualifications & Skills

- Master's Degree in Institutional Development, International Development, Natural Resources, IWRM and other relevant fields, etc;
- At least 12 years of experience related to designing and implementing monitoring and evaluation of development projects/programmes and/or similar organisation-level systems; with a major emphasis on results based or performance monitoring and ongoing application of lessons learnt;
- Experience with and good knowledge of the Mekong riparian countries and the Mekong River Basin is an advantage;
- Extensive experience in institutional / organizational development;
- Proven experience within performance management of internationally financed development projects/programmes;
- Knowledge and experience in Integrated Water Resources Management (IWRM) is an advantage;
- Strong facilitation and coordination skills are essential;
- IT skills are an advantage;
- Experience with and good knowledge of the Mekong riparian countries and the Mekong River Basin is advantage;
- Excellent English skills.

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#### **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\$ 32,472 (M-12, step 1); (ii) Monthly fluctuation and removable Devaluation Allowance (10% of basic salary for the month of October 2010); (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*.