

กรมประชาสัมพันธ์  
รับ  
ส่ง  
เลข



# ด่วนมาก

ที่ ทส ๐๖๓๐/ (วิ.ศ.) ๕๓

สำนักเลขาธิการคณะกรรมการแม่น้ำโขงแห่งชาติไทย  
กรมทรัพยากรน้ำ  
๑๘๐/๓ ถนนพระราม ๖ ซอย ๓๙  
แขวงสามเสนใน เขตพญาไท  
กรุงเทพฯ ๑๐๕๐๐

๕ กรกฎาคม ๒๕๕๕

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| กรม                           | จังหวัด                       |
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| พื้นที่งาน                    | 16-15                         |
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เรื่อง รับสมัครเจ้าหน้าที่เพื่อปฏิบัติงาน ณ MRCS ๑ ตำแหน่ง

๕) เรียน อธิบดีกรมประชาสัมพันธ์

สิ่งที่ส่งมาด้วย สำเนาโทรสารสำนักงานเลขาธิการคณะกรรมการแม่น้ำโขง เลขที่ MK- OSV 111/12  
ลงวันที่ ๒๘ มิถุนายน ๒๕๕๕ พร้อมรายละเอียด Job Description รวมจำนวน ๖ หน้า

ด้วย สำนักงานเลขาธิการคณะกรรมการแม่น้ำโขง (Mekong River Commission Secretariat: MRCS) ประสงค์จะรับสมัครเจ้าหน้าที่ปฏิบัติงานที่กองสนับสนุนด้านวิชาการ ตำแหน่ง Project Management for Climate Systemized Flood Management and Mitigation แผนงานการบริหารจัดการและบรรเทาอุทกภัย 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](http://www.mrcmekong.org) และส่งใบสมัครพร้อมประวัติส่วนบุคคลและรูปถ่ายมายังกรมทรัพยากรน้ำ ตามที่อยู่ข้างต้น หรือทางจดหมายอิเล็กทรอนิกส์ [tnmc@dwr.mail.go.th](mailto:tnmc@dwr.mail.go.th) ซึ่งปิดรับสมัครในวันที่ ๒๖ กรกฎาคม ๒๕๕๕ ทั้งนี้ เพื่อกรมทรัพยากรน้ำจะได้ประสานการดำเนินการต่อไป

จึงเรียนมาเพื่อโปรดพิจารณา

ขอแสดงความนับถือ

(นายชัยพร ศิริทธิรไพบุลย์)

รองอธิบดีกรมทรัพยากรน้ำ

รองเลขาธิการคณะกรรมการแม่น้ำโขงแห่งชาติไทย

ผู้แทนไทยสำรวจในคณะกรรมการน้ำ คณะกรรมการแม่น้ำโขง

สำนักบริหารจัดการลุ่มน้ำโขง

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โทรสาร. ๐ ๒๒๗๘ ๖๖๐๕

1957  
๕ ก.ค. ๒๕๕๕

กรมทรัพยากรน้ำ  
๑๐ ก.ค. ๕๕

๒) เรียน ผอ.สำนัก/ผอ.กอง. ผชช. และหัวหน้าหน่วยงาน  
เพื่อโปรดเวียนแจ้งให้ข้าราชการในสังกัดที่มี  
คุณสมบัติตรงตามที่กำหนดได้ทราบโดยทั่วกันทั้งนี้ให้  
จัดส่งใบสมัครพร้อมประวัติส่วนตัวบุคคลและรูปถ่าย  
ไปยัง กรมทรัพยากรน้ำ หรือ ทาง Email address:  
[lnmc@dwr.mail.go.th](mailto:lnmc@dwr.mail.go.th) โดยตรงต่อไป จะเป็นพระคุณยิ่ง

  
(นางวนิดา ชัยประภา)

ร.อกจ.

๑๐ ก.ค. ๕๕



# Mekong River Commission

Office of the Secretariat in Phnom Penh (OSP)  
576 National Road, #2, Chak Angre Kiem,  
P.O. Box 623, Phnom Penh, Cambodia  
Tel. (855-23) 423 263 Fax (855-23) 423 263

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

## FACSIMILE

REF FAX NO: MK- OSV 111/12  
To: Facsimile No.: 662-298 6605  
Bangkok, Thailand

Date: 28 June 2012  
Number of page(s): 6  
(including this page)

Dear Sir,

**Subject: Vacancy announcement for the position of Project Manager for Climate Systemized Flood Management and Mitigation (Re-announcement)**

The MRC Secretariat would like to announce an opening in the position of Project Manager for Climate Systemized Flood Management and Mitigation attached to the Flood Management and Mitigation Programme (FMMP), 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](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 26 July 2012. We would appreciate it if you could forward the applications to the MRCS by 9 August 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

**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  
(Re-announcement)**

The Project Manager will be responsible for the portfolio of activities. 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); develop and 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. 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: 26 July 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)



# Mekong River Commission

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

## JOB DESCRIPTION

Updated June 2012

|                          |   |
|--------------------------|---|
| <b>Title:</b>            | <b>Programme Officer</b>  |
| <b>Functional Title:</b> | <b>Project Manager, Climate Systemized Flood Management &amp; Mitigation, Development &amp; Services Unit (DSU), Flood Management and Mitigation Programme (FMMP)</b> |
| <b>Division:</b>         | <b>Technical Support Division</b>   |
| <b>Level of post:</b>    | <b>M-11 (Riparian Professional)<sup>1</sup></b>   |
| <b>Duration:</b>         | <b>One-year contract renewable</b>  |
| <b>Location:</b>         | <b>MRC Secretariat, Phnom Penh, Cambodia</b>  |
| <b>Reporting to:</b>     | <b>Programme Coordinator, Flood Management and Mitigation Programme</b>   |

### 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 RFMMC<sup>1</sup>.

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

<sup>1</sup> 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).

activities with the aims at enhancing and broadening the operational (routine) functions and support 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/CCA, IKMP and DMI) 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 NMCs 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 RFMMC 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 water resources management, flood management, river- or hydraulic engineering or similar field. At least 10 years of professional experience at management level in the field of water resources management, flood management, river- or hydraulic engineering or similar field, 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: \_\_\_\_\_

**1 Brief information on remuneration**

The remuneration package, *subject to change*, includes (i) annual net base 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.