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เลขที่	๒๕๕๕
วันที่	๑๗/๒๐๒๓
เวลา	

# ด่วนมาก

ที่ ทส ๐๖๓๐/๒๕๕๕

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

๓๒ กรกฎาคม ๒๕๕๕

เรื่อง รับสมัครงานตำแหน่งต่างๆ ของ MRCS ๓ ตำแหน่ง

## ๑) เรียน อธิบดีกรมประชาสัมพันธ์

สิ่งที่ส่งมาด้วย สำเนาโทรสารสำนักงานเลขาธิการคณะกรรมการแม่น้ำโขง เลขที่ MK- OSV 123/12  
ลงวันที่ ๑๒ กรกฎาคม ๒๕๕๕ พร้อมรายละเอียด Job Description รวมจำนวน ๑๕ หน้า

ด้วย สำนักงานเลขาธิการคณะกรรมการแม่น้ำโขง (Mekong River Commission Secretariat : MRCS) มีความประสงค์จะรับสมัครงานตำแหน่งต่างๆ ปฏิบัติงาน ณ MRCS ๓ ตำแหน่ง  
ปิดรับสมัคร ในวันที่ ๙ สิงหาคม ๒๕๕๕ ดังนี้

๑. ปฏิบัติงานที่กองปฏิบัติการ (Operations Division) ณ MRCS กรุงเทพมหานคร ราชอาณาจักร  
กัมพูชา คือ ตำแหน่ง Safety and Regulations Programme Officer แผนงานการเดินทางเรือ
๒. ปฏิบัติงานที่กองสิ่งแวดล้อม (Environment Division) ณ MRCS สาธารณรัฐประชาธิปไตย  
ประชาชนลาว ๒ ตำแหน่ง คือ Senior Environment Specialist และ Wetland Ecosystem Specialist  
ของแผนงานสิ่งแวดล้อม

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) และส่งใบสมัครพร้อมประวัติส่วนบุคคลและ  
รูปถ่ายมายังกรมทรัพยากรน้ำ หรือทาง Email address : [tnmc@dwr.mail.go.th](mailto:tnmc@dwr.mail.go.th) ภายในวันดังกล่าว  
ข้างต้น ทั้งนี้ เพื่อกรมทรัพยากรน้ำจะได้ประสานการดำเนินการต่อไป

จึงเรียนมาเพื่อโปรดพิจารณา

ขอแสดงความนับถือ

สำนักบริหารจัดการลุ่มน้ำโขง  
โทร./โทรสาร. ๐ ๒๒๔๘ ๖๖๐๕

ผู้แทนเลขาธิการคณะกรรมการแม่น้ำโขง

โครงการเจ้าหน้าที่	
วันที่	๑๗/๒๐๒๓
เลขที่	E 4312
ผู้รับ	๑๖๑
<input checked="" type="checkbox"/> ก.บ.	<input type="checkbox"/> ก.พ.
<input checked="" type="checkbox"/> ค.บ.	<input type="checkbox"/> ส.บ.
<input checked="" type="checkbox"/> ส.บ.	<input type="checkbox"/>

(๒) เรียน ผอ.สำนัก, ผชช. ,ผอ.กอง และหัวหน้าหน่วยงาน

เพื่อโปรดทราบและกรุณาแจ้งให้เจ้าหน้าที่ในสังกัด  
ทราบโดยทั่วกันด้วย จะเป็นพระคุณยิ่ง



(นางวนิดา ชัยประภา)

ร.อกจ.

๑๙ ก.ค. ๕๕



# Mekong River Commission

Office of the Secretariat in Phnom Penh (OSI)  
576 National Road, #2, Chakti Angkor Krom,  
P.O. Box 57, 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  
154 to Ngam Road,  
P.O. Box 6101, Vientiane, Lao PDR  
Tel: (856-21) 261 265, Fax: (856-21) 261 261

## FACSIMILE

RFF FAX NO: MK- OSV 123/17

To: Facsimile No.: 662-298 6605

Bangkok, Thailand

Date: 12 July 2012

Number of page(s): 15  
(including this page)

Dear Sir,

**Subject: Vacancy announcement for four 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.

- Senior Environment Specialist, Environment Programme, Environment Division
- Wetland Ecosystem Specialist, Environment Programme, Environment Division (Re-announcement)
- Environmental Management Specialist, Environment Programme, Environment Division
- Safety and Regulations Programme Officer, Navigation Programme, Operations Division (Re-announcement)

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 9 August 2012. We would appreciate it if you could forward the applications to the MRCS by 23 August 2012 so that the recruitment can be processed according to its timeline.

Thank you for your continued support.

Yours sincerely,

Tran Duc Cuong  
Officer-In-Charge  
MRC Secretariat

Permanent Secretary  
Ministry of Natural Resources and Environment  
Vice-Chairman of Thai National Mekong Committee  
Member of the MRC Joint Committee for Thailand  
Chairman of the MRC Joint Committee for 2012-2013  
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. Senior Environment Specialist

*Environment Programme, Environment Division*

*Post level: M-12*

*(The position is based in the office of the secretariat in Vientiane, Lao PDR)*

### 2. Wetland Ecosystem Specialist

*Environment Programme, Environment Division*

*Post level: M-11 (Re-announcement)*

*(The position is based in the office of the secretariat in Vientiane, Lao PDR)*

### 3. Environmental Management Specialist

*Environment Programme, Environment Division*

*Post level: M-11*

*(The position is based in the office of the secretariat in Vientiane, Lao PDR)*

### 4. Safety and Regulations on Navigation Programme Officer

*Navigation Programme, Operations Division*

*Post level: M-11 (Re-announcement)*

*(The position is based in the Office of the 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>. Qualified female candidates are encouraged to apply. Only short-listed candidates will be notified.

Closing date for applications: 9 August 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) 218 514 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 6105, 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

Office of the Secretariat in Phnom Penh (OSP)  
276 National Road, #12, Chhat 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  
124 Lu Ngonn Kone,  
P.O. Box 6101 - Vientiane, Lao PDR  
Tel: (856-21) 263 263 Fax: (856-21) 263 264

## JOB DESCRIPTION

Updated June, 2017

**Title:** Senior Specialist  
**Functional Title:** Senior Environment Specialist, Environment Programme  
**Division:** Environment Division (ENV)  
**Level:** M 12<sup>1</sup> (Riparian Professional)  
**Duration:** One-year contract renewable  
**Location:** MRC Secretariat, Vientiane, Lao PDR  
**Reporting to:** Programme Coordinator, Environment 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 ENVIRONMENT DIVISION AND PROGRAMME

The Environment Division and Programme generates data, information and knowledge in order to balance economic development and environmental conservation in decision-making. In addition to establishing systems for monitoring the Basin's environmental health, improving policies and legislation, and encouraging co-operation among the riparian countries, the programme is also charged with increasing environmental awareness amongst the public. The MRC Climate Change and Adaptation Initiative is newly established under the Environment Division.

### 3. JOB SUMMARY

Under overall supervision of the Division Director the Environment Programme, direct supervision of the Programme Coordinator and advised by Chief Technical Advisor, the Senior Environment Specialist provides overall technical and managerial support to the MRC Environment Programme and to overall MRC work as it relates to environmental matters.

### 4. KEY TASKS

The incumbent performs the following tasks:

- Supports and facilitates the work of the Environment Programme providing technical inputs to all aspects of the work under the programme, especially on cross-cutting issues that require inputs from more than one Programme Officer ;
- Assists in preparation of ToR, recruitment, oversight and support to consultants and experts in the implementation of relevant activities under the Environment Programme;
- Prepares and reviews related technical reports, publications, papers and presentation materials to promote and disseminate the outputs from the Environment Programme;
- Ensures the substantive quality of the Environment Programme (EP);

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- Reviews and provides comments as necessary on MRC activities and policies on all aspects of environment and suggests remedies to any duplication or gaps,
  - Provides concrete suggestions/recommendations for the continuous improvement of the I P;
  - Assists the Programme Coordinator in coordinating, implementing and reporting programme activities, and supports the Chief Technical Advisor in organizing and facilitating preparation of the implementation plan;
- Supports the senior programme managers in their coaching, advice and working together with environment programmes officers through the implementation of respective programme activities and actions,
- Collaborates with the Chief Technical Advisor, Programme Coordinator and Division Director to ensure the required environmental knowledge, skills development, knowledge transfer and mentoring to support the programme's full responsibility and mandate through riparianization and implementation of the next MRC Strategic Plan;
- Proactively assists in identifying, collecting, analysing and reporting on environmental information critical for decision making and the public;
- Performs other duties within the scope of the other duties as assigned by the EP Programme Coordinator and the Division Director.

#### 5. SCOPE OF AUTHORITY

**(a) Supervision requirements:** The incumbent does not directly supervise staff but contributes to on-the-job training and similar mentoring in line with MRC guidelines.

**(b) Level of autonomy.** Most large decision-making is subject to the review and approval of others. Decisions made in line with MRC policy are final.

**(c) Level of problem solving required:** Problem solving is complex and the incumbent must display sensitivity, 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.

**(a) Core Competencies:** Communication, teamwork, planning and organizing, accountability, creativity, client orientation, commitment to continuous learning, and technological awareness.

**(b) Managerial Competencies:** Vision, leadership, empowering others, building trust and managing performance.

#### 7. POST-SPECIFIC QUALIFICATIONS

- M.Sc. or higher degree in natural sciences; environmental management, or development studies, preferably in aquatic environment related fields
- At least 12 years experience in environmental studies, environmental management tools, environmental protection and conservation in relation to river and inland water resource development.
- Demonstrable technical and management competence in collaborative working with others by assisting, coaching and guiding
- Excellent skills in communication and reporting
- Extensive experience in policy issues of environment considerations in development programmes;
- Ability to work and co-operate in a multicultural and international environment

- Experience within development project planning, management, implementation and reporting, experience in preparation of annual work plans and budgets, and the use of a logical framework for summarising and guiding implementation is an advantage,
- Fluency in English, both written and spoken. Working knowledge of more than one riparian language desirable;
- Experience with and good knowledge of the Mekong Riparian countries and the Mekong River basin;

8. SIGNATURES

Incumbent: \_\_\_\_\_ ( \_\_\_\_\_ ) Date: \_\_\_\_\_

Programme Coordinator: \_\_\_\_\_ ( \_\_\_\_\_ ) Date: \_\_\_\_\_

Division Director: \_\_\_\_\_ ( \_\_\_\_\_ ) Date: \_\_\_\_\_

<sup>1</sup> 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\$ 35,473.00 (M-12, step I); (ii) Monthly fluctuation and removable Devaluation Allowance (10% of basic salary for the month of May 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 ADVERTIZED LEVEL OF THE POST.

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# Mekong River Commission

Office of the Secretariat in Phnom Penh (OSP)  
576 National Road, 42, Chok Angke Krant,  
P.O. Box 623, Phnom Penh, Cambodia  
Tel: (855-23) 425 333 Fax: (855-23) 425 363

Office of the Secretariat in Vientiane (OSV)  
Office of the Chief Executive Officer  
104 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>	Programme Officer
<b>Functional Title:</b>	<b>Wetland Ecosystem Specialist, Environment Programme</b>
<b>Division:</b>	Environment Division (ENV)
<b>Level:</b>	M 11 <sup>1</sup> (Riparian Professional)
<b>Duration:</b>	One-year contract renewable
<b>Location:</b>	MRC Secretariat, Vientiane, Lao PDR
<b>Reporting to:</b>	Programme Coordinator, Environment 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 ENVIRONMENT DIVISION AND PROGRAMME

The Environment Division and Programme generates data, information and knowledge in order to balance economic development and environmental conservation in decision-making. In addition to establishing systems for monitoring the Basin's environmental health, improving policies and legislation, and encouraging co-operation among the riparian countries, the programme is also charged with increasing environmental awareness amongst the public. The MRC Climate Change and Adaptation Initiative is newly established under the Environment Division

### 3. JOB SUMMARY

Under the overall supervision of the Division Director the Environment Division, direct supervision of the Environment Programme Coordinator and advised by the Chief Technical Advisor and Senior Environmental Specialist of the Environment Programme, the Programme Officer for wetland ecosystems coordinates activities related to wetland/aquatic ecosystems management of the MRC Environment Programme. The Programme Officer for wetland ecosystem works closely with other Programme Officers within Environment Programme and also other MRC programmes particularly but not limited to the Information Knowledge Management Programme (IKMP), Basin Development Plan Programme (BDP), the Fisheries Programme (FP) and the Climate Change and Adaptation Initiative (CCAI) to strengthen knowledge and capacity of the MRC on Mekong wetland ecosystem, ecology, biodiversity and management.

### 4. KEY TASKS

The incumbent performs the following tasks:

- Provides leadership and technical advice on wetland ecosystem issues, especially in the areas of wetlands ecology, wetland valuation, and related wetland climate change issues of the Environment Programme;

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- Provides technical inputs to wetlands biodiversity indicator development and assessment methodology, ecological function assessment methodology development and monitoring implementation, wetland valuation assessment and wetland GIS mapping including important and sensitive wetland resource maps, and wetland climate change activities (preparation of TOR, workshops, proposals, plans, reports, and training courses etc),
- Initiates and manages connections with organizations and projects involved with wetland ecosystem and wetland climate change related issues relevance to the MRC including the ADH Mekong Wetlands activities, ADB-GMS Strategic Environment Framework, the Wetlands Alliance programme, WWF and Wetlands International;
- Assess the technical quality of outputs related to wetland ecosystem management and wetland climate change, and suggest changes or revisions as appropriate;
- Prepare progress reports with regard to the wetland and wetland climate change activities and other routine reports requested by the supervisor; and
- Reviews and edits (as necessary) technical reports pertaining to wetland/aquatic ecosystem issues for the Programme;
- Manages administrative tasks related to key duties (preparation/reviewing TORs, draft reports, etc.),
- Prepares annual workplans and progress and performance reports and other routine reports in accordance with MRC Procedures and specific requirements on activities related to social science activities
- Maintains regular communication with the National Mekong Committees (NMCs), related line agencies, national experts and other related organizations in riparian countries on wetland management and knowledge of the MRC Environment Programme;
- Works as a team member in the overall planning, implementation management and reporting of Environment Programme activities;
- Performs any other duties as assigned by the Environment Programme Coordinator and the Environment Division Director

#### 5. SCOPE OF AUTHORITY

- (a) **Supervision requirements:** The incumbent has no supervision mandate to the staff of the Environment Programme and the Environment Division, but is responsible for his/her outputs to be carried out in line with the Environment Division's and MRCS requirements
- (b) **Level of autonomy:** Has no decisions making, but directly delivers qualified technical support under his/her respective activities.
- (c) **Level of problem solving required:** Problem solving can be complex and the incumbent should display initiative and creativity.
- (d) **Level and type of communications required:** Communications are wide, both within and outside of the organisation, very good spoken and written skill are required for this position.

#### 6. COMPETENCE REQUIREMENTS

- (a) **Core Values:** Integrity, professionalism and respect for diversity.
- (b) **Core Competencies:** Communication, teamwork, planning and organizing, accountability, creativity, client orientation, commitment to continuous learning, and technological awareness.
- (c) **Managerial Competencies:** Vision, leadership, empowering others, building trust and managing performance

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7. POST-SPECIFIC QUALIFICATIONS

Master degree or higher in aquatic science, biology, ecology, natural science, environmental and natural resource management or similar with focus on issues of relevance to wetland and aquatic ecosystems studies, research and management.

- Knowledge and skills on GIS and mapping techniques, wetland inventory, wetland assessment and wetland biodiversity assessment and monitoring methodologies.

At least 10 years relevant experience in work that has relevance to aquatic science research and studies, wetland studies, wetland management, conservation and governance in either government, non-government organizations and/or in academics. Preferable on both practical field experiences and academic research.

- Experience with and good knowledge on the interlinkages between wetland ecosystems, wetland beneficial use, conservation and management with a linkage to people dependence in a sustainable development context and in the Mekong context;
- Experience within development project planning, management, implementation and reporting, experience in preparation of annual work plans and budgets, and the use of a logical framework for summarising and guiding implementation is an advantage;
- Experience with and good knowledge of the Mekong Riparian countries and the Mekong River basin and experience in working in a multicultural and international multiple partner environment;
- Fluency in written and spoken English and at least one of MRC riparian languages is essential;

8. SIGNATURES

Incumbent: \_\_\_\_\_ ( \_\_\_\_\_ ) Date: \_\_\_\_\_

Programme Coordinator: \_\_\_\_\_ ( \_\_\_\_\_ ) Date: \_\_\_\_\_

Division Director: \_\_\_\_\_ ( \_\_\_\_\_ ) Date: \_\_\_\_\_

<sup>1</sup> 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) Monthly fluctuation and removable Devaluation Allowance (10% of basic salary for the month of May 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.

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8/15



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576 National Road, #2, Chek Anore Krom,  
P.O. Box 623, Phnom Penh, Cambodia  
Tel: (855-23) 425 333, Fax: (855-23) 425 363

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

## JOB DESCRIPTION

Updated, June 2012

**Title:** Programme Officer  
**Functional Title:** Environmental Management Specialist, Environment Programme  
**Division:** Environment Division (ENV)  
**Level:** M 11<sup>1</sup> (Riparian Professional)  
**Duration:** One-year contract renewable  
**Location:** MRC Secretariat, Vientiane, Lao PDR  
**Reporting to:** Programme Coordinator, Environment 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 ENVIRONMENT DIVISION AND PROGRAMME

The Environment Division and Programme generates data, information and knowledge in order to balance economic development and environmental conservation in decision making. In addition to establishing systems for monitoring the Basin's environmental health, improving policies and legislation, and encouraging co operation among the riparian countries, the programme is also charged with increasing environmental awareness amongst the public. The MRC Climate Change and Adaptation Initiative is newly established under the Environment Division.

### 3. JOB SUMMARY

Under the overall supervision of the Division Director and immediate supervision of the Programme Coordinator and advised by the Chief Technical Advisor of the Environment Programme, the Environmental Management Specialist is responsible for developing, implementing and efficient use of environmental management cooperation mechanisms and tools for Mekong region aiming to assist Lower Mekong Member Countries and collaborate with upper Mekong dialogue countries. In addition, he/she is responsible for promoting environmental policy for sustainable development of the Lower Mekong river basin

### 4. KEY TASKS

The incumbent performs the following tasks:

- 1) Assists in the organisation, development and implementation of environmental management cooperation mechanisms and tools to reflect the Mekong 1995 Agreement;
- 2) Promotes an efficient use of environmental management cooperation mechanisms and tools (including, but not necessarily limited to, environmental impact assessment, transboundary environmental impact assessment, strategic environmental impact assessment, cumulative impact assessment, environmental and health risk assessment and vulnerability assessment) in Member Countries and beyond in Mekong region with a focus on regional and transboundary cooperation;

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- 3) Assists in strengthening capacity, awareness and knowledge of Member Countries on environmental management cooperation mechanisms and tools at all levels, from policymakers, decision makers to education level;
- 4) Assists in recruitment, engagement, oversight and support to consultants and experts in the implementation of related activities to key duties under the Environment Programme;
- 5) Manages administrative tasks related to key duties (preparation/reviewing TORs, draft reports, etc.);
- 6) Prepares, reviews and reports related technical reports, publications, papers and presentation materials pertaining to promote and disseminate the activities and outputs under key duties for the Programme to Member Countries and the public;
- 7) Prepares input to annual workplans and progress and performance reports and other routine reports in accordance with MRC Procedures and specific requirements on activities related to environmental management and policy activities;
- 8) Maintains regular communication with the National Mekong Committees (NMCs), related line agencies, national experts and other related organizations in riparian countries on environmental management cooperation mechanisms and tools of the Environment Programme;
- 9) Works as a team member in the overall planning, implementation management and reporting of Environment Programme activities;
- 10) Performs any other duties as assigned by the Environment Programme Coordinator and the Environment Division Director

#### 5. SCOPE OF AUTHORITY

- (a) **Supervision requirements:** The incumbent has no supervision mandate to the staff of the Environment Programme and the Environment Division, but is responsible for his/her outputs to be carried out in line with the Environment Division's and MRCS requirements
- (b) **Level of autonomy:** Has no decisions making, but directly delivers qualified technical support under his/her respective activities.
- (c) **Level of problem solving required:** Problem solving can be complex and the incumbent should display initiative and creativity.
- (d) **Level and type of communications required:** Communications are wide, both within and outside of the organisation, very good spoken and written skill are required for this position.

#### 6. COMPETENCE REQUIREMENTS

- (a) **Core Values:** Integrity, professionalism and respect for diversity.
- (b) **Core Competencies:** Communication, teamwork, planning and organizing, accountability, creativity, client orientation, commitment to continuous learning, and technological awareness.
- (c) **Managerial Competencies:** Vision, leadership, empowering others, building trust and managing performance.

#### 7. POST-SPECIFIC QUALIFICATIONS

- Master or higher degree in environmental science, environmental management, environmental law or related fields
- At least 10 years relevant experience with environmental management mechanisms, tools and legislation, such as environmental impact assessment, strategic environmental impact assessment, cumulative impact assessment, transboundary impact assessment, environmental management legislation, environmental impact study and review in developing countries, preferably in the MRC Member Countries either in government or international organization;
- Experience within development project planning, management, implementation and reporting; experience in preparation of annual work plans and budgets, and the use of a logical framework for summarising and guiding implementation is an advantage;

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Experience with and ability to work through networks and implement activities in a multiple partner context,

- Experience in conflict resolution, mediation, complex negotiations or similar is an advantage;
- Experience with and good knowledge of the Mekong riparian countries and the Mekong River basin and experience in working in a multicultural and international environment,
- Fluency in written and spoken English and at least one of MRC riparian languages is essential

#### 8. SIGNATURES

Incumbent: \_\_\_\_\_ ( \_\_\_\_\_ ) Date: \_\_\_\_\_

Programme Coordinator: \_\_\_\_\_ ( \_\_\_\_\_ ) Date: \_\_\_\_\_

Division Director: \_\_\_\_\_ ( \_\_\_\_\_ ) 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) Monthly fluctuation and removable Devaluation Allowance (10% of basic salary for the month of May 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 ADVERTIZED LEVEL OF THE POST.

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# Mekong River Commission

Office of the Secretariat in Phnom Penh (OSP)  
576 National Road, #2, Ouk Angre Krum,  
P.O. Box 624, Phnom Penh, Cambodia  
Tel: (+855 23) 425 343 Fax: (+855 23) 425 464

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

## JOB DESCRIPTION

Updated February 2012

**Title:** Programme Officer  
**Functional Title:** Safety and Regulations Programme Officer  
**Programme/ Division:** Navigation Programme (NAP), Operations Division  
**Level of post:** M11 (Riparian Professional staff)  
**Duty station:** MRC Secretariat in Phnom Penh, Cambodia  
**Reporting to:** Navigation Programme Coordinator

### 1. THE MEKONG RIVER COMMISSION

The Mekong River Commission (MRC) was established by the 1995 Agreement on Cooperation for the Sustainable Development of the Mekong River Basin, between the governments of Cambodia, Laos, Thailand and Vietnam. 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 OPERATIONS DIVISION AND THE NAVIGATION PROGRAMME

The Operations Division is charged with managing the implementation of the various Programmes: the Agriculture and Irrigation Programme (AIP), the Drought Management Programme (DMP), the Fisheries Programme (FP), and the Navigation Programme (NAP). These programmes focus on specific sectors and address regional issues that are significant to the management of the entire Mekong River Basin. While the programmes have a regional focus, they also complement and support initiatives at the national and trans-boundary levels.

#### THE NAVIGATION PROGRAMME

The Navigation Programme (NAP) aims are to improve inland water transportation and maritime navigation on the Mekong River, to increase international trade and enhance communication with remote villages, both for transport of goods and people. The programme addresses issues as diverse as regional transport planning and the comparative advantages of waterborne transport, a new legal framework for Mekong navigation, measures to strengthen safety and environmental protection, improved information and coordination systems and institutional development through capacity and partnership building within the navigation sector. In addition, the programme will seek to develop national and regional management capacities, not only to ensure that it is implemented but also to strengthen the voice and role of the navigation sector in national and regional development planning. Management capacities will be enhanced within the national line agencies as well as ports and waterway administrations. Decisive steps will be taken towards establishing close partnerships between public and private stakeholders. The programme applies a holistic and integrated approach to navigation development. Environmental, social, economic and technical

aspects are well balanced to accommodate the strong call for development while ensuring that development is sustainable

The Navigation Programme commenced in 2006 and the current document runs until December 2012. The New Navigation Programme, which is currently being formulated, will cover the years 2013-2015 to be in line with the MRC Strategic Plan. About 40 % of the 2006-2012 programme activities which were unfunded will be incorporated into the New NAP. The goals and milestones of the MRC Strategic Plan 2011 – 2015 will be taken into consideration when preparing the next Navigation Programme. Formulation of the new Navigation Programme is presently underway and will be submitted to the August Joint Committee Meeting in 2012.

### 3 JOB SUMMARY

Under the overall supervision of the Director of the Operations Division and the direct supervision of the Navigation Programme Coordinator the Programme Officer (Safety and Regulations) is responsible for implementing key activities of the following Components of the Navigation Programme: 2. Legal Framework for Cross Border Navigation, 3. Traffic Safety and Environmental Sustainability, and 4. Information, Coordination and Promotion. She/He will work in close collaboration with the NAP Programme Coordinator, CTA and other managerial and professional staff of the NAP and the MRCS, NMCS and concerned national line agencies and other relevant international/regional institutions.

### 4. KEY TASKS

The incumbent performs the following tasks.

- Implement and coordinate projects under Component 2. Legal Framework for Cross Border Navigation, Component 3. Traffic Safety and Environmental Sustainability, and Component 4. Information, Coordination and Promotion of Navigation Programme including technical, administrative and financial activities, organizing and facilitating component implementation plans, technical studies, training, etc.  
Assist in the improvement of safety and environmental protection in ports and inland navigation;
- Assist in improving the legal framework for domestic, cross border and international inland transport in the MRC Member Countries, including working on rules and regulations;
- Assist in developing action plans for prevention and mitigation including formulating rules and regulation on waterway safety and carriage of dangerous goods under 'Phase 2. Implementation Strategy for Sustainable Management of Dangerous Goods'. Implement the recommendations made in the Risk Assessment;
- Assist in the analysis of the waterway characteristics and identification of hazards to improve waterway safety in the MRC Member Countries;
- Identify the need for short-term consultancies within the available budget, to plan and steer these consultancies. Prepare TORs for consultancies as and when needed. Assist, supervises and evaluates the local and international firms and consultants engaged in the implementation of the project activities assigned;
- Organize workshops, seminars and training programmes related to waterway safety, legal framework and environmental protection for inland navigation. Provide technical inputs to these activities. Provide guidance on the planning and implementation of the training programmes;
- Be in charge of financial planning and of controlling the use of funds.
- Assist, supervise and evaluate consultants engaged in the implementation of the project activities assigned

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- Work with the NMCs and national line agencies in the member countries to ensure participation of appropriate line agencies in the implementation of this component
- Control the Terms of Reference and budgets for sub-contracts with line agencies
- Preparation of reports such as progress, activity and financial reports, internal performance assessment for projects related to waterway safety, legal framework and environmental protection
- Perform other related duties as may be assigned by the NAP Coordinator or OPD Director

## 5. SCOPE OF AUTHORITY

1. **Supervision requirements:** The Programme Officer (Safety and Regulations) does not supervise any staff.
2. **Level of autonomy:** Decisions are generally recommendatory in line with MRC policy.
3. **Level of problem solving required:** An ability to think creatively and solve complex problems is required
4. **Level and type of communications required:** Communications are wide, both within and outside of the organisation. High level in reporting writing skill is required.

## 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 minimum of 10 years experience relevant professional experience in inland and/or maritime navigation, waterway safety, environmental management, project management and engineering;
- At least a Master degree in one or more of the following disciplines; maritime and/or inland transport, transport planning, waterway safety, risk management in port and navigation operations;
- Knowledge of navigation (both in administration and in operations), shipping rules and regulations, aids to navigation, international transport regulations, environmental protection, safety and training, cargo handling, and transport of dangerous goods;
- Experience and knowledge of working on Inland Navigation, besides Maritime Navigation.
- Knowledge of safety and environmental protection is preferable;
- Knowledge of the existing risks associated with inland navigation in the Lower Mekong Basin. Knowledge of institutional arrangements of the agencies in the Lower Mekong Basin, dealing with inland navigation, safety and environmental protection.
- Competent in using computer software such as word processing, spreadsheets and project management.

Language: Fluency in English both written and spoken and one riparian language is a must

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8. SIGNATURES

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

Supervisor: \_\_\_\_\_ ( ) \_\_\_\_\_ (date)

<sup>1</sup> Brief information on remuneration

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