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ด่วนมาก

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วันที่	๕ ส.ค. ๒๕๕๕
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สำนักเลขาธิการคณะกรรมการแม่น้ำโขงแห่งชาติไทย
กรมทรัพยากรน้ำ

๑๘๐/๓ ถนนพระราม ๖ ซอย ๓๔

แขวงสามเสนใน เขตพญาไท

กรุงเทพฯ ๑๐๕๐๐

๓๐ กรกฎาคม ๒๕๕๕

เรื่อง รับสมัครเจ้าหน้าที่ปฏิบัติงาน ณ MRCS ๓ ตำแหน่ง

๑) เรียน อธิบดีกรมประชาสัมพันธ์

กองการเจ้าหน้าที่	
วันที่	๕ ส.ค. ๒๕๕๕
เลขที่	๕๔๖๒๒
ชื่อ	15.๕๕
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สิ่งที่ส่งมาด้วย สำเนาโทรสารสำนักงานเลขาธิการคณะกรรมการแม่น้ำโขง เลขที่ MK- OSV 130/12
ลงวันที่ ๒๗ กรกฎาคม ๒๕๕๕ พร้อมรายละเอียด Job Description รวมจำนวน ๑๑ หน้า

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

๑. Land Use and Management Specialist
๒. Institutional and Monitoring & Evaluation Specialist
๓. Participatory Planning and Capacity Development Specialist

โดยผู้สมัครจะต้องมีคุณสมบัติตาม Job description ดังมีรายละเอียดปรากฏในสิ่งที่ส่งมาด้วย

กรมทรัพยากรน้ำ ในฐานะสำนักเลขาธิการคณะกรรมการแม่น้ำโขงแห่งชาติไทย ซึ่งทำหน้าที่เป็นหน่วยประสานงานภายใต้กรอบความร่วมมือ MRC ของฝ่ายไทย จึงขอเชิญชวนเจ้าหน้าที่ผู้สนใจ
และมีคุณสมบัติตรงตาม Job Description ซึ่งสามารถดูรายละเอียดและสามารถ Download MRC Personal
History Form ได้จาก www.mrcmekong.org และส่งใบสมัครพร้อมประวัติส่วนบุคคลและรูปถ่าย
มายังกรมทรัพยากรน้ำ หรือทาง Email address : tnmc@dwr.mail.go.th ภายในวันที่ ๒๔ สิงหาคม ๒๕๕๕
ทั้งนี้ เพื่อกรมทรัพยากรน้ำจะได้ประสานการดำเนินการต่อไป

จึงเรียนมาเพื่อโปรดพิจารณา

ขอแสดงความนับถือ

(นายจัยพร ศิริพรไพฑูริย์)

รองอธิบดีกรมทรัพยากรน้ำ

รองเลขาธิการคณะกรรมการแม่น้ำโขงแห่งชาติไทย

สำนักบริหารจัดการลุ่มน้ำโขง

ผู้แทนไทยสำหรับในคณะกรรมการรอง คณะกรรมการแม่น้ำโขง

โทร./โทรสาร. ๐ ๒๒๕๘ ๖๖๐๕

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

เพื่อโปรดทราบและกรุณาแจ้งให้เจ้าหน้าที่ในสังกัด
ทราบโดยทั่วกันด้วย จะเป็นพระคุณยิ่ง



(นางวนิดา ชัยประภา)

ร.อกจ.

๗ ส.ค. ๕๕





Mekong River Commission

Office of the Secretariat in Phnom Penh (OSP)
576 National Road, #2, Chok Angre Kram,
P.O. Box 623, Phnom Penh, Cambodia
Tel: (855-23) 425 353, Fax: (855-23) 425 363

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

FACSIMILE

REF FAX NO: MK- OSV 130/12

To: Facsimile No.: 662-298 6605

Bangkok, Thailand

Date: 27 July 2012

Number of page(s): 11

(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

- Land Use and Management Specialist, Basin Development Plan Programme, Planning Division
- Institutional and Monitoring & Evaluation Specialist, Basin Development Plan Programme, Planning Division
- Participatory Planning and Capacity Development Specialist, Basin Development Plan Programme, Planning Division

The vacancy announcement will soon be advertised in The Nation newspaper. In order to access a larger pool of candidates, the Secretariat will post the vacancy on well-known national job-listing websites including www.jobsdb.com, www.jobthai.com, MRCS Recruitment Channels Network, and will obtain the applications of potential candidates from head-hunting companies. We would be grateful if you could widely and actively distribute this vacancy to relevant ministries and line agencies.

The closing date for the applications is 24 August 2012. We would appreciate it if you could forward the applications to the MRCS by 7 September 2012 so that the recruitment can be processed according to its timeline.

Thank you for your continued support.

Yours sincerely,

Satit Phromchai
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
189/3 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. Land Use and Management Specialist

Post level: M-12

2. Institutional and Monitoring & Evaluation Specialist

Post level: M-12

3. Participatory Planning and Capacity Development Specialist

Post level: M-12

These positions are under Basin Development Plan Programme, Planning Division and based at the office of the secretariat in Vientiane, Lao PDR

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

Closing date for applications: 24 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, 384 Monivong Blvd.,
Sangkat Phsar Doerm Thkouv, Khan Chamkar
Mon, Phnom Penh, Cambodia
Tel. (855-23) 216 514 Fax (855-23) 218 506
E-mail: ou_sophanna@cnmc.gov.kh

Lao National Mekong Committee
Prime Minister's Office, Vientiane, Lao PDR
Tel. (856-21) 260 981-3 Fax. (856-21) 260 984
E-mail: lnmc@lnmc.gov.la

Thai National Mekong Committee
Department of Water Resources
180/3 Rama 6 Road, Soi Phibul Watana Building
Phayathai, Bangkok 10400 Thailand
Tel. (66-2) 271 6165, 271 6620
Fax. (66 2) 298 6605
E-mail: tnmc@dwr.mail.go.th

Viet Nam National Mekong Committee
23 Hang Tre, Ha Noi, Viet Nam
Tel. (84-4) 825 4785 Fax. (84-4) 825 6029
E-mail: vnmc.personnel@gmail.com



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104 Fa Ngoum Road,
P.O. Box 6101, Vientiane, Lao PDR
Tel: (856 21) 263 263 Fax: (856-21) 263 261

JOB DESCRIPTION

Update, July 2012

Title: Specialist
Functional Title: Land Use and Management Specialist
Division: Basin Development Plan Programme, Planning Division
Level of post: M – 12 (Riparian staff)
Duration: One year contract renewable
Location: MRCS, Vientiane, Lao PDR
Reporting to: BDP Programme Coordinator, Planning Division

1. THE MEKONG RIVER COMMISSION

The Mekong River Commission (MRC) was established by the 1995 *Agreement on Co-operation for the Sustainable Development of the Mekong River Basin*, between the governments of Cambodia, Laos, Thailand and Viet Nam. In accordance with this Agreement, the Mission of MRC is: "To promote and coordinate sustainable management and development of water and related resources for the countries' mutual benefit and the people's well being by implementing strategic programmes and activities and providing scientific information and policy advice."

2. THE PLANNING DIVISION/BDP PROGRAMME

The Planning Division works towards the implementation of MRC's core programmes (Basin Development Plan (BDP) Programme and the Mekong Integrated Water Resources Management Project (M-IWRM Project) and sector programmes (Initiative for Sustainable Hydropower and Watershed Management Project).

The BDP Programme implements the core planning support function of the MRC to achieve the long-term goal of "Member Countries more effectively manage the Mekong water and related resources for poverty alleviation while protecting the environment". In the period 2011-2015, the BDP Programme supports the implementation, monitoring, reporting and updating of the IWRM-based Basin Development Strategy through a sustained basin development planning process.

3. JOB SUMMARY

Under the overall guidance of the Director of Planning Division and direct supervision of the BDP Programme Coordinator and Chief Technical Advisor, the Land Use and Management Specialist will be responsible for the tasks related to spatial planning and land use management within the basin planning process.

4. KEY TASKS

The incumbent performs the following tasks.

- Work under supervision of the BDP Programme Coordinator and in close consultation with the CTA.
Develop a good appreciation of the development policies and plans of each Member Country and how these might affect land and water resources in the Mekong basin. Also develop a good appreciation of the extent to which regional initiatives (eg GMS, ASIAN) may influence the Basin.
- Lead the analyses and reporting of spatial planning processes and institutions in the Member Countries, including relevant sector processes and regulatory system requirements.

- Provide leadership to the MRC's activities and tools related to land use monitoring, development and management.
- Lead the identification and analysis of opportunities for development of land and water-related basin resources and provide guidance on how these can be incorporated into basin and national development planning frameworks.
- Assist MRC programmes and planning partners on developing basin-wide social and environmental objectives, climate change scenarios, and adaptation measures to be integrated into the Basin Development Strategy.
- Support, as BDP's focal point, MRC's Environment Programme in the update in State of the Basin Report including Lancang-Upper Mekong Basin, and incorporating a structured approach for reporting economic, social, environmental and development trends.
- Guide and support the formulation and assessment of a broadened set of Basin Development Scenarios
- Support the assessment of options and mechanisms for regional benefit sharing
- Support the implementation and updating of the IWRM based Basin Development Strategy
- Support the other BDP specialists in updating and improving economic, social and environmental data and information on land, water and related resources of the Basin
- Support project assessments and the development of the Project Master Database.
- Work closely with other BDP Specialists, concerned MRC programmes and national agencies to ensure that relevant sector data and information collection and analyses are delivered for planning.
Provide inputs from areas of expertise and support the coordination of project level assessments for MRC prior consultation/agreement of significant projects and other activities.
- Lead working groups and facilitate workshops and meetings.
- Perform any other duties as assigned by the Programme Coordinator and Director of Planning Division.

5. THE SCOPE OF AUTHORITY

- (a) **Supervision requirements:** None
- (b) **Level of autonomy:** Decision-making is largely recommendatory unless clearly in line with MRC policy
- (c) **Level of problem solving required:** Problem solving is of both technical and complex policy/institutional nature and the incumbent must display sensitivity and creativity.
- (d) **Level and type of communications required:** Communications are wide, both within and outside of the organisation, and a variety of written documentation is required of the position

6. COMPETENCE REQUIREMENTS

- (a) **Core Values:** Integrity, professionalism and respect for diversity.
- (b) **Core Competencies:** Communication, teamwork, planning and organising, accountability, creativity, client orientation, commitment to continuous learning, and technological awareness.
- (c) **Managerial Competencies:** Leadership, building trust and judgment/decision-making

7. POST-SPECIFIC QUALIFICATIONS

- Master or higher degree(s) in natural/agricultural science, land use planning, natural resources management, development economic or other related disciplines.
- At least 12 years varied experience within government agencies with spatial planning, land use management, or natural resources management.
- Experience within a consulting company delivering spatial planning and water and land related services would be an advantage
- Good understanding of and experience in the Mekong River Basin
- Good analytical, organizational and communication skills.
- Ability to work and cooperate in an international environment is a necessity.
- Fluency in English both spoken and written is required.

8. SIGNATURES

Incumbent: _____ (_____) Date: _____

Division Director: _____ (_____) Date: _____

¹ 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\$ 35,473 (M-12, step I); (ii) Monthly fluctuation and removable Devaluation Allowance (10% of basic salary for the month of June 12); (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

- Work with MRC programmes to facilitate inputs from various regional sector working groups and technical advisory bodies to support BDP.
 - Maintain an updated database of national line agencies and stakeholders involved in the BDP process
 - Lead the decentralization of the core basin planning activities towards line agencies and river basin organizations.
 - Lead the establishment and operation of multi-country networks of water resources management agencies and of RBOs.
- Assist the BDP Programme Coordinator in working with MRC programmes, national agencies and the National Mekong Committee Secretariats (NMCSs) to establish and facilitate sector and basin planning working groups.
- Assist in the identification of institutional capacity development needs and the design and implementation of capacity building activities.
 - Support the implementation BDP activities, including but not limited to the implementation of the Basin development Strategy, scenario and project assessments, socio-economic assessments, and the implementation of MRC Procedures.
 - Contribute to the preparation of progress reports and other programmatic management tasks
 - Lead the BDP monitoring and evaluation (M&E) activities at the regional and national levels including the M&E of the implementation of the Basin Development Strategy.
- Coordinate with National BDP Coordinators, MRC programmes and relevant stakeholders to ensure the collection of data/information for the M&E systems
- Facilitate workshops and meetings
 - Perform any other duties as assigned by the Programme Coordinator and Director of Planning Division

5. THE SCOPE OF AUTHORITY

- (a) **Supervision requirements:** None
- (b) **Level of autonomy:** Decision-making is largely recommendatory unless clearly in line with MRC policy
- (c) **Level of problem solving required:** Problem solving is of both technical and complex policy/institutional nature and the incumbent must display sensitivity and creativity.
- (d) **Level and type of communications required:** Communications are wide, both within and outside of the organisation, and a variety of written documentation is required of the position.

6. COMPETENCE REQUIREMENTS

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- (b) **Core Competencies:** Communication, teamwork, planning and organising, accountability, creativity, client orientation, commitment to continuous learning, and technological awareness.
- (c) **Managerial Competencies:** Leadership, building trust and judgment/decision-making.

7. POST-SPECIFIC QUALIFICATIONS

- Master or higher degree(s) in natural resource management, social sciences, economics, communication, or related disciplines.
 - At least 12 years varied experience within water related government agencies, in areas such as institutional analysis, policy development, institutional restructuring, capacity development, interaction with other agencies at the national and local levels, and monitoring and evaluation.
 - Experience within a consulting company delivering institutional development services would be an advantage.
 - Good understanding and experience with the development of logframes and smart indicators for monitoring progress and achievements
 - Good understanding of and experience in the Mekong River Basin
- Strong analytical, communication and organizational skills.

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Ability to work and cooperate in an international environment is a necessity;

- Fluency in English both spoken and written is required

8. SIGNATURES

Incumbent: _____ (_____) Date: _____

Division Director: _____ (_____) Date: _____

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\$ 35,473 (M-12, step 1); (ii) Monthly fluctuation and removable Devaluation Allowance (10% of basic salary for the month of June 12); (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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The duration of the assignment of MRC Riparian Professional Staff is up to maximum 5 years according to *1995 Mekong Agreement and Procedural Rules*

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Mekong River Commission

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JOB DESCRIPTION

Update: July 2012

Title: Specialist
Functional Title: Participatory Planning and Capacity Development Specialist
Division: Basin Development Plan Programme, Planning Division
Level of post: M – 12 (Riparian staff)
Duration: One year contract renewable
Location: MRCS, Vientiane, Lao PDR
Reporting to: BDP Programme Coordinator, Planning Division

1. THE MEKONG RIVER COMMISSION

The Mekong River Commission (MRC) was established by the 1995 *Agreement on Co-operation for the Sustainable Development of the Mekong River Basin*, between the governments of Cambodia, Laos, Thailand and Viet Nam. In accordance with this Agreement, the **Mission** of MRC is: "To promote and coordinate sustainable management and development of water and related resources for the countries' mutual benefit and the people's well being by implementing strategic programmes and activities and providing scientific information and policy advice."

2. THE PLANNING DIVISION/BDP PROGRAMME

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3. JOB SUMMARY

Under the overall guidance of the Director of Planning Division and direct supervision of the BDP Programme Coordinator and Chief Technical Advisor, the Participatory Planning and Capacity Development Specialist will be responsible for the stakeholder participation and capacity development related tasks of basin development planning.

4. KEY TASKS

The incumbent performs the following tasks:

- Lead the stakeholder and other necessary analyses for a good understanding by the BDP Programme/MRC of different interests and expectations in the basin planning process.
 - Conduct stakeholder analyses and lead the periodic update the Stakeholder Participation and Communication Plan of BDP.
- Design and guide BDP activities related to civil society participation and stakeholder consultation, including BDP regional and transboundary stakeholder forums.

- Assist the BDP Programme Coordinator in facilitating stakeholder engagement in UDI¹ working groups
- Support the implementation of MRC's stakeholder participation policy.
- Lead the analysis of the needs for training/capacity building for basin development planning at national and regional level
- Support the update of the competency assessment and analysis of institutional arrangements for basin planning and the formulation of the overall IWRM Capacity Development Plan with emphasis on integrating basin planning into national systems
- Lead the implementation of the basin planning modules of the Capacity Development Plan and identify required improvements to feed into the overall MRC Roadmap for decentralisation.
- Assist the BDP Programme Coordinator in the facilitation, technical support and monitoring of the capacity development activities at country level
- Support the BDP socio-economist in the development of a socio-economic database, data collection, and socio-economic assessments and related tasks
- Support the implementation other BDP activities, including but not limited to the implementation of the Basin Development Strategy, scenario and project assessments, institutional assessments, and the development of a regional network of RBOs
- Contribute to the preparation of progress reports and other programme management tasks
- Facilitate workshops and meetings
- Perform any other duties as assigned by the Programme Coordinator and Director of Planning Division.

5. THE SCOPE OF AUTHORITY

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- (c) **Managerial Competencies:** Leadership, building trust and judgment/decision-making.

7. POST-SPECIFIC QUALIFICATIONS

- Master or higher degree(s) in social science, economics, business administration, natural resources management, or related disciplines.
- At least 12 years of varied experience with stakeholder engagement and capacity building in a land and water related context.
- Sound knowledge of the political and institutional environment for civil society/NGO involvement in Lower Mekong Basin countries.
- Good understanding of and experience in the Mekong River Basin and familiarity with the MRC and the BDP process.
- Experience within a consulting company delivering participatory planning and capacity building services would be an advantage.
- Good organizational, communication and facilitation skills
- Ability to work and cooperate in an international environment is a necessity;
- Fluency in English both spoken and written is required.

8. SIGNATURES

Incumbent: _____ (_____) Date: _____

Division Director: _____ (_____) Date: _____

Brief information on remuneration

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