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ด่วนมาก

ที่ ทส ๐๖๓๐/ ๖๐๕๓



สำนักเลขาธิการคณะกรรมการแม่น้ำโขงแห่งชาติไทย
กรมทรัพยากรน้ำ

๑๘๐/๓ ถนนพระราม ๖ ซอย ๓๔

แขวงสามเสนใน เขตพญาไท

กรุงเทพฯ ๑๐๕๐๐

๕ กันยายน ๒๕๕๕

เรื่อง รับสมัครเจ้าหน้าที่เพื่อปฏิบัติงาน ณ MRCS ๑ ตำแหน่ง

๑) เรียน อธิบดีกรมประชาสัมพันธ์

สิ่งที่ส่งมาด้วย สำเนาโทรสารสำนักงานเลขาธิการคณะกรรมการแม่น้ำโขง เลขที่ MK- OSV 151/12

ลงวันที่ ๒๔ สิงหาคม ๒๕๕๕ พร้อมรายละเอียด Job Description รวมจำนวน ๖ หน้า

ด้วย สำนักงานเลขาธิการคณะกรรมการแม่น้ำโขง (Mekong River Commission Secretariat: MRCS) ประสงค์จะรับสมัครเจ้าหน้าที่ปฏิบัติงานที่กองสนับสนุนด้านวิชาการ ตำแหน่ง Programme Coordinator ของแผนงานการจัดการองค์ความรู้และข้อมูลข่าวสาร ณ MRCS กรุงเทพมหานคร ราชอาณาจักรกัมพูชา โดยผู้สมัครจะต้องมีคุณสมบัติตาม Job description ดังมีรายละเอียดปรากฏในสิ่งที่ส่งมาด้วย

กรมทรัพยากรน้ำ ในฐานะสำนักเลขาธิการคณะกรรมการแม่น้ำโขงแห่งชาติไทย ซึ่งทำหน้าที่เป็นหน่วยประสานงานภายใต้กรอบความร่วมมือ MRC ของฝ่ายไทย จึงขอเชิญชวนเจ้าหน้าที่ผู้สนใจ และมีคุณสมบัติตรงตาม Job Description ซึ่งสามารถดูรายละเอียดและสามารถ Download MRC Personal History Form ได้จาก www.mrcmekong.org และส่งใบสมัครพร้อมประวัติส่วนบุคคลและรูปถ่ายมายังกรมทรัพยากรน้ำ ตามที่อยู่ข้างต้น หรือทางจดหมายอิเล็กทรอนิกส์ tnmcc@dw.mail.go.th ซึ่งปิดรับสมัครในวันที่ ๒๑ กันยายน ๒๕๕๕ ทั้งนี้ เพื่อกรมทรัพยากรน้ำจะได้ประสานการดำเนินการต่อไป

จึงเรียนมาเพื่อโปรดพิจารณา

ขอแสดงความนับถือ

(นางสาว เสรี อธิ์น) (๒๕๕๕)

รองอธิบดีกรมทรัพยากรน้ำ

รองอธิบดีกรมทรัพยากรน้ำ

ผู้ว่าราชการจังหวัด...

สำนักบริหารจัดการลุ่มน้ำโขง


โทร. ๐ ๒๒๗๓ ๖๐๐๐ ต่อ ๖๖๑๗

โทรสาร. ๐ ๒๒๗๘ ๖๖๐๕

กรมประชาสัมพันธ์
เลขที่ ๓๐๐๕๕
วันที่ ๑๒ ก.ย. ๒๕๕๕
เวลา ๑๔.๓๗ น.

กองการเจ้าหน้าที่
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๕) เรียน ผอ.สำนัก/กอง,ผชช. และหัวหน้าหน่วยงาน
เพื่อโปรดทราบและกรุณาแจ้งให้เจ้าหน้าที่
ในสังกัดทราบโดยทั่วกันด้วย จะเป็นพระคุณยิ่ง


(นางวนิดา ชัยประภา)

ร.อกจ.

๑๓ ก.ย.๕๕



Mekong River Commission

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REF FAX NO: MK- OSV 151/12
To: Facsimile No.: 662-298 6605
Bangkok, Thailand

Date: 24 August 2012
Number of page(s): 6
(including this page)

Dear Sir,

Subject: Vacancy announcement for the position of Programme Coordinator (1st Round announcement)

The MRC Secretariat would like to announce an opening in the position of Programme Coordinator attached to Information and Knowledge Management Programme (IKMP), Technical Support Division. We would therefore like to forward to you the vacancy announcement and the job description for the above-mentioned position for your kind consideration and action.

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

The closing date for the applications is 21 September 2012. We would appreciate it if you could forward the applications to the MRCS by 5 October 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
MRC Secretariat

Petuanant 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 a highly qualified candidate for the position of

Programme Coordinator

Information and Knowledge Management Programme, Technical Support Division

Post level: M-13

(Re-Announcement)

The Information and Knowledge Management programme (IKMP) is the centre for the repository and analysis of data and tools for information on Mekong River Basin water and related resources and develops reliable and up-to-date databases and information systems. It was designed as a cross cutting programme of the Mekong River Commission (MRC) which provides information and knowledge services to other programmes as well as to National Mekong Committee and line agencies. The Programme Coordinator will be responsible for the overall preparation and coordination of the IKM Programme and its projects. The responsibilities include but not limited to allocation and administration of the Programme budget and oversees all technical, financial and administrative aspects of the Programme. 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: 21 September 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 Dœum Thkouv, Khan Chamkar
Mon, Phnom Penh, Cambodia
Tel. (855-23) 216 514 Fax. (855-23) 218 506
E-mail: ou_sophanna@nmmc.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.mekong@gmail.com

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 6805
E-mail: tnmc@dwr.mail.go.th

Viet Nam National Mekong Committee
23 Hang Tre, Ha Noi, Viet Nam
Tel. (84-4) 825 4785 Fax. (84-4) 825 6929
E-mail: vnmc.personnel@gmail.com



Mekong River Commission

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

JOB DESCRIPTION

Updated August 2012

Title: Programme Coordinator
Functional Title: Information and Knowledge Management Programme Coordinator
Division: Technical Support Division
Level of post: M-13¹ (Riparian Professional)
Duration: One-year renewable contract
Location: MRC, Office of Secretariat in Phnom Penh (OSP), Cambodia
Reporting to: Division Director, Technical Support 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 INFORMATION AND KNOWLEDGE MANAGEMENT PROGRAMME

Under the Technical Support Division (TSD), the Information and Knowledge Management programme (IKMP) is the centre for the repository and analysis of data and tools for information on Mekong River Basin water and related resources and develops reliable and up-to-date databases and information systems. It was designed as a cross cutting programme of the Mekong River Commission (MRC) which provides information and knowledge services to other programmes as well as to National Mekong Committee and line agencies. As it was formulated in December 2006 through the approval of the MRC Council, IKMP's objective is to build a solid foundation of data, information and knowledge products, systems and services that supports the goal of the Mekong River Commission.

Phase one of the programme was operated from January 2007 to December 2010 under the framework of 1995 Mekong Agreement and was in line with the MRC Strategic Plan 2006-2010. Moving forward to consolidate outputs/achievements of IKMP and continue providing knowledge based products and services to other MRC programmes and member countries as needed, phase two of IKMP has been formulated covering period of 2011-2015 which is designed to be very much in line with new Strategic Plan 2011-2015 of the MRC.

The development objective of IKMP 2011-2015 is to "*effectively support MRC programmes, NMCS and relevant line agencies on the development and management of water and related resources in the Mekong Basin by providing basin-wide monitoring, impact assessment, modeling, forecasting, and knowledge management system for planning and programme implementation work*". The IKMP 2011-2015 is established with five key components based on its delivered products and services, including: Programme Management, River Monitoring, MRC Information System, Modelling and Assessment, and Learning Centre for Knowledge Hub for Transboundary Water Resources Management.

3. JOB SUMMARY

Under the direct supervision of the Director of the Technical Support Division, the IKMP Coordinator is responsible for the overall preparation and coordination of the IKM Programme and its projects. The responsibility include but not limited to allocation and administration the Programme budget and oversees all technical, financial and administrative aspects of Programme

4. KEY TASKS

To implement IKMP and support programme coordination. The incumbent performs the following tasks:

- Manage the Team of the Information and Knowledge Management Programme at MRC Secretariat,, including assessment and evaluation of programme staff performance against their job description as immediate supervisor.
- Manage and coordinate all technical, administrative and financial activities to ensure the effective and efficient implementation of the programme in full compliance with all applicable Development Partner funding agreement, the Programme Document and MRC procedures and standards.
- Act as a Manager for consultation, coordination and implementation of all IKMP activities to ensure streamlined and transparent interfaces between components, other MRC programmes, and with related national and regional institutions (intra-programme, inter-programme and external coordination);
- Consult and coordinate with other MRC programmes and member countries in defining the IKMP activities as IKMP is a service programme cutting across other MRC programmes
- Coordinate, organize and facilitate the IKMP implementation work plans, budget plans, technical studies, training and workshop schedules, etc. in a well coordinated and harmonized manner,
- Manage the programme's budget and prepare reports to the MRC Governance Structure, Director of Technical Support Division and Development Partners (inception report, progress and activity reports, internal performance assessment, IKMP completion report, etc).
- Prepare Term of Reference, specifications, tender documents, etc. as required for implementation of IKMP activities;
- Coordinate with the all IKMP teams of Modeling, Hydrology and Information System to ensure that the implementation of projects under IKMP is in good progress and efficient use of available resources. Coordinate of inputs of other international consultants and MRC professional staff;
- Together with CTA serves as secretary to the Technical Assistance and Coordination Team meetings;
- Maintaining regular communication and close collaboration with and support to National Mekong Committees and their secretariats, and relevant line agencies in riparian countries;
- Closely coordinating with national and regional partners to support IKMP implementation for Member Countries;
- Identify progressive risks, key and emerging issues hampering the progress of IKMP coordination and implementation including foreseen and/or actual deviations from the work plans, milestones and indicators, assess consequences, select and implement appropriate response measures;
- Establish network with other international river basin organizations and develop global links with relevant organizations and technological resource centres around the world;
- Other related duties as may be assigned by the supervisor.

5. SCOPE OF AUTHORITY

- (a) **Supervision requirements:** The incumbent supervises IKMP Team. S/he is responsible for their outputs, their on-the-job training and their performance appraisal to be carried out in line with MRC guidelines
- (b) **Level of autonomy:** Decision making is subject to the final approval of others, unless decision is clearly in line with MRC policy. The position manages and administers projects/programme as assigned
- (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

- Master degree or higher in natural science, modelling, GIS/database and water resources management,
- At least 15 years relevant experience in the four MRC Member Countries with minimum 5 years experience with Natural or Water Resources Management, including modelling, GIS and remote sensing application and river monitoring.
- Extensive experience in data and information management, geospatial data infrastructure issues, data integration;
- Ability to consult and coordinate with other MRC programmes and member countries in defining the relevant IKMP activities to support the service needed by the programmes and the member countries;
- Demonstrated ability to coordinate complex technical programmes in a multi-country/state setting with different social, economic, and political systems;
- Knowledge/experience within development project planning, programming, execution, strategy formulation, project preparation and project management work including procurement of services and contracting. Experience with implementation of project/programmes financed by international financing institutions such as the World Bank, Asian Development Bank, bilateral donor aid agencies etc is an advantage;
- Excellent writing, presentation and reporting skills;
- Fluency in spoken and written English

8. SIGNATURES

Incumbent: _____ (date)

Supervisor: _____ (date)

Brief information on remuneration

The remuneration package, *subject to change*, includes (i) annual net base salary exempt from tax by Cambodia 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 June 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 in principle is up to maximum 6 years

THE MRCS RESERVES THE RIGHT TO APPOINT A CANDIDATE AT A LEVEL LOWER THAN THE ADVERTIZED LEVEL OF THE POST