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สำนักเลขาธิการคณะกรรมการแม่น้ำโขงแห่งชาติไทย
กรมทรัพยากรน้ำ
๑๘๐/๓ ถนนพระราม ๖ ซอย ๓๔
แขวงสามเสนใน เขตพญาไท
กรุงเทพฯ ๑๐๕๐๐

๑๑ ตุลาคม ๒๕๕๕

เรื่อง รับสมัครเจ้าหน้าที่ปฏิบัติงาน ณ MRCS ๔ ตำแหน่ง
๑) เรียน อธิบดีกรมประชาสัมพันธ์

กองก...
รับ 7 ต.ค. 2555 E6443
15.45
 กท. ...

 กวช. ...

สิ่งที่ส่งมาด้วย สำเนาโทรสารสำนักงานเลขาธิการคณะกรรมการแม่น้ำโขง เลขที่ MK- OSV 164/12
ลงวันที่ ๓ ตุลาคม ๒๕๕๕ พร้อมรายละเอียด Job Description รวมจำนวน ๑๗ หน้า

ด้วย สำนักงานเลขาธิการคณะกรรมการแม่น้ำโขง (Mekong River Commission Secretariat : MRCS) มีความประสงค์จะรับสมัครงานตำแหน่งต่างๆ ดังนี้

- ๑. ปฏิบัติงานประจำแผนงานการบริหารจัดการและบรรเทาอุทกภัย กองสนับสนุนด้านวิชาการ ณ MRCS กรุงเทพมหานคร ราชอาณาจักรกัมพูชา ๓ ตำแหน่ง คือ
๑) Operations Manager
๒) Operational Meteorologist/forecaster
๓) Hydrodynamic Modeller

๒. ปฏิบัติงานประจำแผนงานการเกษตรและชลประทาน กองปฏิบัติการ ณ MRCS กรุงเทพมหานคร ราชอาณาจักรกัมพูชา ๑ ตำแหน่ง คือ Agricultural Data Management Specialist โดยผู้สมัครจะต้องมีคุณสมบัติตาม Job description ดังมีรายละเอียดปรากฏในสิ่งที่ส่งมาด้วย

กรมทรัพยากรน้ำ ในฐานะสำนักเลขาธิการคณะกรรมการแม่น้ำโขงแห่งชาติไทย ซึ่งทำหน้าที่เป็นหน่วยประสานงานภายใต้กรอบความร่วมมือ MRC ของฝ่ายไทย จึงขอเชิญชวนเจ้าหน้าที่ผู้สนใจ และมีคุณสมบัติตรงตาม Job Description ซึ่งสามารถดูรายละเอียดและสามารถ Download MRC Personal History Form ได้จาก www.mrcmekong.org และส่งใบสมัครพร้อมประวัติส่วนบุคคลและรูปถ่ายมายังกรมทรัพยากรน้ำ หรือทาง Email address : tnmc@dwr.mail.go.th ภายในวันที่ ๒ พฤศจิกายน ๒๕๕๕ ทั้งนี้ เพื่อกรมทรัพยากรน้ำจะได้ประสานการดำเนินการต่อไป

จึงเรียนมาเพื่อโปรดพิจารณา

ขอแสดงความนับถือ

(นายชัยพร ศิริพรไพฑูริย์)
รองอธิบดี กรมทรัพยากรน้ำ

สำนักบริหารจัดการลุ่มน้ำโขง

รองเลขาธิการคณะกรรมการแม่น้ำโขงแห่งชาติไทย

โทร./โทรสาร. ๐ ๒๒๙๘ ๖๖๐๕ ผู้แทนไทยสำนักงานคณะกรรมการแม่น้ำโขง

(๒) เรียน ผอ.สำนัก/กอง,ผชช. และหัวหน้าหน่วยงาน
เพื่อโปรดทราบและกรุณาแจ้งให้เจ้าหน้าที่
ในสังกัดทราบโดยทั่วกันด้วย จะเป็นพระคุณยิ่ง



(นางวนิดา ชัยประภา)

ร.อกจ.

๑๘ ต.ค.๕๕





Mekong River Commission

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FACSIMILE

REF FAX NO: MK- OSV 164/12
To: Facsimile No.: 662-298 6605
Bangkok, Thailand

Date: 03 October 2012
Number of page(s): 17
(including this page)

สำนักบริหารจัดการแม่น้ำโขง
เลขรับที่ ๑๕๓๔
วันที่ ๕ ต.ค. ๒๕๕๖
เวลา ๑๓:๒๑ น.

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.

- Operations Manager, Flood Management and Mitigation Programme, Technical Support Division
- Operational Meteorologist/forecaster, Flood Management and Mitigation Programme, Technical Support Division
- Hydrodynamic Modeller, Flood Management and Mitigation Programme, Technical Support Division
- Agricultural Data Management Specialist, Agriculture and Irrigation Programme, Operations Division

The vacancies will soon be advertised in The Nation newspaper. In order to access a larger pool of candidates, the Secretariat will post the vacancies 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 these vacancies to relevant ministries and line agencies.

The closing date for the applications is 02 November 2012. We would appreciate it if you could forward the applications to the MRCS by 16 November 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

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

- เรียน นายชว. นายศป. นายสท.
 นายสช. นายสข. นายสป.
 นายสค. นายสท. นายสส.
 นายสอ. นายสธ.
 นายสก. นายสร. นายสค.
 นายกช. นายสน. นายสช.

(นายชาติกร คิวบูลย์ศิลป์)
ผู้อำนวยการสำนักบริหารกลาง
- ๕ ต.ค. ๒๕๕๖



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. Operations Manager

Flood Management and Mitigation Programme, Technical Support Division
Post level: M-12

2. Operational Meteorologist/Forecaster

Flood Management and Mitigation Programme, Technical Support Division
Post level: M-11

3. Hydrodynamic Modeller

Flood Management and Mitigation Programme, Technical Support Division
Post level: M-10

4. Agricultural Data Management Specialist

Agriculture and Irrigation Programme, Operations Division
Post level: M-10

These positions are based at the Office of the MRC 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: 2 November 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

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 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 6929
E-mail: vnmc.personnel@gmail.com

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Mekong River Commission

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JOB DESCRIPTION

Updated: September 2012

Title: Programme Manager
Functional title: Operations Manager, FMMP
Programme: Flood Management and Mitigation Programme (FMMP)
Division: Technical Support Division (TSD)
Level of post: M-12I (Riparian Professional)
Duration: One-year contract renewable
Location: MRC Secretariat in Phnom Penh, Cambodia
Reporting to: Programme Coordinator FMMP/RFMMC

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 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 Centre (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 RFMMC¹.

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 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.

¹ 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).

3. JOB SUMMARY

The Operations Manager reports to the FMMP/RFMMC Coordinator and will be fully responsible for the operation, systems improvement, and development of the Operations Unit (OU) of the RFMMC. He/she will be responsible for the day-to-day management of the OU and work in close collaboration with the CTA, other members of the OU, and in close coordination with other key staffs of the RFMMC.

4. KEY TASKS

The incumbent performs the following tasks:

- Manage the operational routine functions of the data processing, the forecasting and warning unit and the capacity building units; related equipment, professional staffs and support staffs.
- Manage the Operations Unit (OU), and the development and improvement of a) the Mekong Flood Forecasting system (Mekong-FFS, consisting of Delft-FEWS, ISIS and URBS), and b) the MRC Flash Flood Guidance system (MRC-FFGS).
- Coordinate the development and improvement of these systems through sets of activities to achieve formulated outputs and outcomes; this includes organising and facilitating implementation plans, technical studies, training, etc.
- Administer the operations by refining and updating operational procedures for producing the river flood forecasting / flash flood guidance, formulating and disseminating early warning messages / flash flood alerts.
- Foster and secure coordination mechanisms with MRCS management, national FMM Centres / FMM nodal points.
- Ensure the production, presentation and dissemination of relevant flood information to MRCS management, national FMM Centres / FMM nodal points and other stakeholders in a "highly responsive" manner.
- Prepare and update the operation action plans of the OU of the Centre (with assistance from CTA).
- Ensure the preparation of documents and reports, such as inception report, progress (quarterly and bi-annually) and activity reports, completion reports, as well as the application of the MRC's Performance Management System (PMS), staffs performance assessments, etc.
- Assist and guide the presentation of weekly weather reports through the MRC website (if and when required); coordinate and provide inputs for the elaboration of the MRC's Hydrology Report; ensure the preparation of the Annual Flood Report, the annual System Performance Evaluation Report and the annual Seasonal Flood Situation Report.
- Organise the Annual Flood Forums.
- Work with the NMCs and national line agencies in the member countries to ensure participation of appropriate line agencies in the implementation of the activities of the OU of the Centre.
- Secure proper functioning of the Centre's server system and constantly provide and update information on the flood pages during the wet season, as well as the dry season monitoring information, through the MRC website.
- Other related duties as may be assigned by the supervisor.

5. SCOPE OF AUTHORITY

- (a) **Supervision requirements:** The incumbent supervises the Operations Unit of the Flood Management and Mitigation Centre 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, and apply when required an alert and responsive attitude.

(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, transparency, accountability, creativity, client orientation, commitment to continuous learning, and technological awareness.
- (c) **Managerial Competencies:** Vision, leadership, empowering others, taking initiative, building trust, managing performance, and judgement/decision-making.

7. POST-SPECIFIC QUALIFICATIONS

Master's Degree or higher in water resources management, engineering in the field of hydrology / hydraulics or related fields

At least 12 years of experience including experience at senior management level, preferably in a multi-cultural or international organization

Experience in complex project planning, programming, execution and coordination

Possess good project management, communication, organizational and coordination skills

Language: Excellent command of verbal and written English and one riparian language is a must

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\$ 38,453 (M-12, step 1); (ii) MRC's contribution to staff member's Provident Fund of 14% of basic salary upon completion of 3 years in service; (iii) Contribution of MRC to Health and Accident insurances (on shared basis with employee); (iv) other entitlements and benefits such as dependency allowance, 6 weeks' annual vacation; sick leave, maternity leave etc.

Non-resident staff members receive an additional (i) 7% of basic salary for Post Adjustment allowance; (ii) 7% of basic salary for Hardship allowance; (iii) Rental subsidy of 40% of the rent rate up to maximum of US\$ 6,000 annual; (iv) Education Grant of 75% of max. expense of US\$ 13,000; (v) Travel cost and Shipment expenses on assignment and upon separation; (vi) other entitlements and benefits such as Relocation Grant allowance, Home Leave Travel, Education Grant Travel, etc.

The duration of the assignment of MRC Riparian Professional Staff is up to maximum 6 years according to *1995 Mekong Agreement and Procedural Rules*.

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



Mekong River Commission

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Office of the Chief Executive Officer
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P.O. Box 6101, Vientiane, Lao PDR
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JOB DESCRIPTION

Updated: September 2012

Title:	Specialist
Functional Title:	Operational Meteorologist / Forecaster
Programme:	Flood Management and Mitigation Programme (FMMP)
Division:	Technical Support Division (TSD)
Level of post:	M-11i (Riparian Professional)
Duration:	One-year contract renewable
Location:	MRC Secretariat in Phnom Penh, Cambodia
Reporting to:	Operations Manager

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 RFMMC¹

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

¹ 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 Operational Meteorologist / Forecaster will refer to the Operations Manager and for technical matters to the Chief Technical Adviser (CTA) of the Regional Flood Management and Mitigation Centre (RFMMC). The incumbent will work in close collaboration with other specialized staff of flood forecasting team in the Operation Unit (OU) and other managerial and professional staff, CTA, external consultants and other members of the RFMMC.

He/she will be part of the flood forecasting team who is jointly responsible for day-to-day river flood forecasting and monitoring, and flash flood guidance activities, which is a core task of the RFMMC. In carrying out this important task he/she should work closely together and on the basis of equality with the relevant staff members. As the RFMMC is presently in the process of recalibration / updating the flood forecasting system and flash flood guidance system the incumbent is expected to take part in the system further development as well as the operations of the systems.

4. KEY TASKS

The incumbent performs the following tasks:

- Be jointly responsible for the daily flood forecast during the flood season and for the river monitoring during the dry season, and the operations of the flash flood guidance system in close collaboration with other team members of flood forecasting team;
- Cooperates with the Flood Forecasting Experts (FFE) and other concerned staff in establishing and maintaining an operational database for flood forecasting, warning and dissemination services;
- Closely works with the FFEs in developing and maintaining the new state of the art flood forecasting systems and flash flood guidance system (FFGS); this involves participation in the improvement of hydrological/flood routing and hydrodynamic models;
- Contributes to the routine evaluation of the annual flood forecasting, river monitoring, and flash flood guidance system (FFGS) as well as to the preparation of annual flood report and/or hydro-meteorological studies/analyses;
- Jointly determines the way and approach for further improvement of the flood forecasting system (URBS-ISIS-FEWS) and the implementation and improvement of FFGS;
- Continuously improves operational forecasting by actively looking for practical ways to reduce uncertainties, increase lead time and accuracy, and improve operational cooperation with national flood forecasting centres/institutions;
- In collaboration with the Hydrologists to provide technical advice in relation to hydrometeorological data collection, management and the development of database systems to the RFMMC;
- Performs validation of Satellite Rainfall Estimation (SRE) and statistical analysis of overall probabilities and conditional probabilities under specific assumptions, covering a range of meteorological events, and various interventions, and similar analyses at the scale of selected flood-prone sub-basins;
- Supports the development of tools for forecasting and river monitoring and risk assessment tools;
- Collaborates with other experts in the development of flood mapping activities;
- Identifies and propose new technologies and emerging trends in flood forecasting which can be successfully applied in the Mekong River Basin. This can be done through professional networking and the development of global links with relevant organizations and technological resource centres worldwide;

- Supports the FFE in the organization and preparation of the MRC's Annual Flood Report and other related technical reports as required by the supervisors;
-
- Follows the Operational Manuals for Flood Forecasting and Flash flood Guidance, and checks annually if updating these Manuals is needed
 - Collects data and information for, support the formulation of the Weekly Flood Situation Reports, Annual System Performance Evaluation Reports and the Seasonal Flood Situation Reports. Reports in Formulates and Reports
 - Participates in the selection, installation and operation of new tools and associated equipment/facilities for forecasting, risk assessment, warning, dissemination, feedback communications from the users, etc., if required; and
 - Performs other relevant duties as assigned by the supervisors.

5. SCOPE OF AUTHORITY

- (a) **Supervision requirements:** The incumbent does not have any supervisory responsibilities by work in collaboration with the flood forecasting team and other staff of the RFMMC
- (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.

7. POST-SPECIFIC QUALIFICATIONS

- Master's Degree or higher in meteorology, water resources engineering or similar discipline;
- Proven experience of at least 10 years in operational meteorology and hydrology and hands-on working with one of the weather forecasting tools and centre;
- Substantial knowledge and experience in developing and implementing river forecasting and modelling in large rivers, warning dissemination to communities and a wide range of users is a prerequisite;
- Experience in developing and using forecasting tools / hydrological models in large river basins;
- Experience of working in a multi-cultural or international environment;
- Knowledge about MRC and its activities and working experience in the MRC member countries will be of additional advantage;

Language: Excellent command of verbal and written English and one nparian language is a must

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\$ 30,858 .00 (M-11, step I); (ii) MRC's contribution to staff member's Provident Fund of 14% of basic salary upon completion of 3 years in service; (iii) Contribution of MRC to Health and Accident insurances (on shared basis with employee); (iv) other entitlements and benefits such as dependency allowance, 6 weeks' annual vacation; sick leave, maternity leave etc.

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The duration of the assignment of MRC Riparian Professional Staff is up to maximum 6 years according to *1995 Mekong Agreement and Procedural Rules*.

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Mekong River Commission

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JOB DESCRIPTION

Updated: September 2012

Title:	Programme Officer
Functional Title:	Hydrodynamic Modeller
Division:	Technical Support Division (TSD)
	Flood Management and Mitigation Programme (FMMP)
Level of post:	M-10¹ (Riparian Professional staff)
Duration:	One-year contract renewable
Location:	MRC Secretariat in Phnom Penh, Cambodia
Reporting to:	Operations Manager, FMMP

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 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 RFMMC¹.

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 activities with the aims at enhancing and broadening the operational (routine) functions and support

¹ 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).

3. JOB SUMMARY

The incumbent will work in close collaboration with other specialized staff of flood forecasting team and other managerial and professional staff, CTA, external consultants and other members of the RFMMC.

As the RFMMC is at this moment in the process of improving and fine-tuning the flood forecasting system and flash flood guidance system in which modeling is a key component so the incumbent is expected to take part in the process of enhancing and improvement of existing systems as well as future development of new modelling requirements.

4. KEY TASKS

The incumbent performs the following tasks:

- To review and improve the RFMMC's flood forecasting system (URBS-ISIS-FEWS), regarding adequacy of data connections, data transfer, model connectors, data file accessibility, data sources accessibility, data processing and presentation, overall system performance, etc.
- To support further tools development, documentation and implementation including set-up and calibration of models, covering rainfall-runoff simulations, river hydraulics, and floodplain hydraulics, and validation cum test application for one or several historical floods. This work is done in close cooperation with the MRCS modelling team and with external experts; operationalisation of the model tool(s) for day to day use in flood forecasting;
- To systematically update, specify and develop the RFMMC's products & services, in terms of flood hazard maps, flood depth maps, flood extension maps, flood inundation maps, flood risk maps, flood probability maps etc. at dedicated scales for particular user groups.
- To review experience achieved with the flood simulation modelling systems applied by MRCS, the flood forecasting and flood analysis tools applied by the member countries, and the initial experience achieved with the WUP and or Decision Support Framework.
- To apply the MRCS hydrologic and hydrodynamic modeling tools to support FMMP and other MRC programmes (for instance BDP development scenarios and IKMP modeling for transboundary impact assessment)
- To apply hydrologic and hydrodynamic models for flood simulation modeling under climate change conditions; carry out flood simulation modeling for future flood management options and adaptation measures; thereby closely interacting with the Climate Change Adaptation Initiative of the Environment Programme.
- To help improving input data, schematization and calibration of MRCS modelling tools, based on identified inconsistencies during model application.
- To carefully record modelling versions, applications, modifications, and assists in preparing reports, such as inception report, progress and activity reports, etc;
- To identify in close coordination/cooperation with IKMP new technologies and emerging trends in flood modeling and adoption in the Mekong River Basin;
- To foster networking and developing global links with relevant organizations and technological resource centers around the world;
- To perform other relevant duties as assigned by the supervisors.

5. SCOPE OF AUTHORITY

- (a) **Supervision requirements:** The incumbent does not have any supervisory responsibilities.
- (b) **Level of autonomy:** Decision making is largely recommendatory, subject to the final approval of others, unless decisions are clearly in line with MRC policy.
- (c) **Level of problem solving required:** Problem solving is complex and the incumbent must display initiative and creativity. problems are challenges.
- (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.

7. POST-SPECIFIC QUALIFICATIONS

- Master's Degree or higher in engineering, hydraulics, water resources, hydrology or similar and be fully conversant with theory and practice of mathematical modelling of surface water systems with at least ten years experience in this field;
- The modeler must have strong background and at least 7 years working experience in the hydrological and hydraulic modelling of surface water;
- As the modeller will devote most of his time with the development process by working with national and international consultants in the form of project so the project management skills is also required;
- The modeler should be able to solve most if not all issues related to the modeling software independently;
- A substantial knowledge and experience in flood modeling and flood risk analysis is a prerequisite;
- The modeler should have a proven experience of working in an international environment;
- Knowledge about MRC and its activities and working experience in the MRC member countries will be of additional advantage.

Language: Excellent command of verbal and written English and one riparian language is a must.

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\$ 24,834.00 (M-10, step I); (ii) MRC's contribution to staff member's Provident Fund of 14% of basic salary upon completion of 3 years in service; (iii) Contribution of MRC to Health and Accident insurances (on shared basis with employee); (iv) other entitlements and benefits such as dependency allowance, 6 weeks' annual vacation, sick leave, maternity leave etc.

Non-resident staff members receive an additional (i) 7% of basic salary for Post Adjustment allowance; (ii) 7% of basic salary for Hardship allowance; (iii) Rental subsidy of 40% of the rent rate up to maximum of US\$ 6,000 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*.

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JOB DESCRIPTION

Updated: September 2012

Title: Programme Officer
Functional Title: Agricultural Data Management Specialist
Division: Agriculture and Irrigation Programme, Operations Division
Level of post: M-10 (Riparian Professional Staff)
Duration: One-year Contract with possibility of extension based on satisfactory performance and funds available
Location: MRC Secretariat, Phnom Penh, Cambodia
Reporting to: Coordinator, Agriculture and Irrigation Programme

1. THE MEKONG RIVER COMMISSION

The Mekong River Commission (MRC) was established under the 1995 *Agreement on Co-operation for the Sustainable Development of the Mekong River Basin*, between the governments of Cambodia, Lao PDR, Thailand and Viet Nam. In accordance with this Agreement, the **Mission** of MRC is "To promote and coordinate sustainable management and development of water and related resources for the countries' mutual benefit and the people's well being."

2. THE OPERATIONS DIVISION

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

3. THE AGRICULTURE AND IRRIGATION PROGRAMME

Balanced and efficient land and water use is essential to long-term food security in the LMB. Agriculture is the most important sector for the majority of the population in the Basin. Agriculture provides livelihoods for more than 70% of the Mekong Basin's population, with 24% of the regional population considered to be below the poverty line. Agriculture is commonly the first point of intervention in raising living standards, improving livelihoods and mitigating poverty. Although population growth rates are still high in Cambodia and Lao PDR (>1.68%), significant, and varied demographic changes are taking place and more are expected in terms of migration away from rural areas.

A draft Agricultural Strategy for the MRC was prepared in 2009 to identify the added value of the MRC's role in the sector. On the basis of the draft strategy prepared, a concept of AIP 2011-15 was developed. The formulation of the Programme document for 2011-15 takes into account the recent MRC achievements in IWRM-based basin development planning to contribute to the goals of the MRC Strategic Plan 2011-2015.

The goal of Agriculture and Irrigation Programme (AIP) 2011-2015 is "A regionally balanced and sustainable agricultural development supported through integration of national agricultural planning processes with basin-wide perspectives."

The objective of Agriculture and Irrigation Programme 2011-15 (AIP 2011-15) is "to provide the planning process with detailed and nuanced analysis of the likely consequences of agricultural development and resources management based on improved knowledge on agriculture and irrigation in the LMB."

4. JOB SUMMARY

Under direct supervision of the Programme Coordinator and the Technical Advisor of the AIP, the Agricultural Data Management Specialist (PO) is responsible for reviewing budget and detailed work plan of assigned projects, monitoring and facilitating the agreed work by the member countries, as well as taking initiatives in tasks related to GIS and data management. The GIS and data management tasks include organization of technical training to national teams in the areas of Geographic Information System software (ArcGIS 10), digitizing technique, and basic remote sensing. In doing so, she/he needs to collaborate closely with relevant specialists in IKMP.

Her/his mandates include, but not limited to, guiding national teams in their developing/updating national irrigation datasets and synthesizing them into a basin-wide GIS-based Irrigation Database for the AIP as the regional specialist stated in the proposal for AIP Activity 1.4.1.

5. KEY TASKS:

General Tasks

- Participation in the planning, preparation, management and monitoring of assigned activities in the AIP work programme. This may include specific duties supporting the work of the Programme, such as developing and overseeing contracts, overseeing the implementation of Programme activities, facilitating smooth working arrangements with line agency partners.
- Representation of the MRC Agriculture and Irrigation Programme with a high degree of professionalism at internal and external workshops and meetings.
- Communication with relevant government institutions in the Mekong Basin in order to maintain contacts and support the implementation of programme activities.
- Participation in the establishment of regional and international co-operation, research and study programmes related to the agriculture and irrigation sector in the Mekong Basin.
- Participation in other regular activities under the MRC Secretariat, including activity co-ordination, meetings and professional training of others as requested by Management.
- Other related tasks as assigned by supervisor.

GIS and Data Management Tasks

- Under supervision of the Technical Advisor of the AIP, to provide overall technical support to the national teams to update irrigation dataset as described in details in the proposal for the Activity 1.4.1.
- Development of training curricula on GIS and Remote Sensing including digitizing techniques based on paper maps, satellite images, aerial photographs, Google Earth's images, etc. for the national teams and organization of the training course before their embarking on updating

irrigation datasets by reviewing the existing outline of the training courses on GIS and Remote Sensing.

- QA/QC of the national datasets and completion of the AIP Irrigation Database update, as well as necessary measures for improved efficiency and better quality in the activity 1.4.1.
- Development of a roadmap and guideline for member countries to maintain the irrigation dataset and transfer updated dataset to MRC Secretariat and necessary actions to secure the regular update of the AIP Irrigation Database.
- Similar tasks related to land and water resources data as assigned by supervisor.

6. SCOPE OF AUTHORITY

- (a) **Supervision requirements:** The position has no immediate supervisory responsibilities, but the incumbent may be asked to supervise short-term contracted staff, and be responsible for her/his outputs and performance appraisal in line with MRC regulations.
- (b) **Level of autonomy:** Large decisions are recommendatory, subject to final approval by the Coordinator of the Agriculture and Irrigation Programme, however the position is involved in planning, reporting and financial management of assigned activities.
- (c) **Level of problem solving required:** Problems are generally solved by referring to established precedents and MRC Manuals.
- (d) **Level and type of communications required:** Communications are wide, both within and outside of the organisation. Some written reporting is required.

7. 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.

8. POST-SPECIFIC QUALIFICATION

The Programme Officer (Agricultural Data Management Specialist) should have the following qualifications and capacities:

- At least Master Degree in agricultural engineering, agronomy, soil science or related discipline
- The applicant must have at least 7 years of work experience in the project management related to irrigation and agriculture development such as budget planning and monitoring.
- At least 2 years of experience in practical work of database management, and advanced knowledge and *experience with GIS and Remote Sensing Analysis are strongly required;*
- Basic knowledge with AutoCAD, Excel, and Access is a must;
- Proven ability to effectively implement programmes/projects in a multicultural and international environment, and in particular with relevant line agencies of the MRC member Countries;
- Proven ability to effectively coordinate with government organisations and other international development organisations, and working with or for the Mekong River Commission is an advantage;
- Fluency in English, both written and spoken, is required. Working knowledge of one more riparian language is an advantage.

9. SIGNATURES

Incumbent: _____ (_____) _____ (date)

Supervisor: _____ (_____) _____ (date)

Director: _____ (_____) _____ (date)

¹ Brief information on remuneration

The remuneration package, *subject to change*, includes: (i) Annual net base salary exempt from tax by Cambodia authorities, starting from US\$ 24,834 (M-10, step I); (ii) MRC's contribution to staff member's Provident Fund of 14% of basic salary upon completion of 3 years in service, (iii) Contribution of MRC to Health and Accident insurances (on shared basis with employee); (iv) other entitlements and benefits such as dependency allowance, 6 weeks' annual vacation; sick leave, maternity leave etc.

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