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

กรมประชาสัมพันธ์  
เลขที่ 49409  
วันที่ 14 พ.ย. 55  
เวลา 10.02 น.

✓ พฤศจิกายน ๒๕๕๕

เรื่อง รับสมัครเจ้าหน้าที่ปฏิบัติงาน ณ MRCS ๓ ตำแหน่ง

๑) เรียน อธิบดีกรมประชาสัมพันธ์

เอกสารเข้าหน้าที่  
วันที่ 14 พ.ย. 2555 E 7003  
หน่วยงาน/ผู้รับผิดชอบเวลา 16:33  
☐ กพ. ☐ กอ.  
☐ ผบ. ☐ ผส.  
☒ สบ. ☐ กค.  
☐ กว. ☐ .....

สิ่งที่ส่งมาด้วย สำเนาโทรสารสำนักงานเลขาธิการคณะกรรมการแม่น้ำโขง เลขที่ MK- OSV 210/12  
ลงวันที่ ๒ พฤศจิกายน ๒๕๕๕ พร้อมรายละเอียด Job Description รวมจำนวน ๑๔ หน้า

ด้วย สำนักงานเลขาธิการคณะกรรมการแม่น้ำโขง (Mekong River Commission Secretariat : MRCS) มีความประสงค์จะรับสมัครงานตำแหน่งต่างๆ โดยให้ปฏิบัติงานที่กองวางแผน ณ MRCS สาธารณรัฐประชาธิปไตยประชาชนลาว ซึ่งตำแหน่งที่ประกาศรับสมัคร มีดังนี้

๑. แผนงานพัฒนาลุ่มน้ำ ๑ ตำแหน่ง คือ Land Use and Management Specialist
๒. โครงการบริหารจัดการน้ำแบบบูรณาการ ๒ ตำแหน่ง คือ
  - ๑) Senior Transboundary Project Specialist
  - ๒) Project Financial Management Officer

โดยผู้สมัครจะต้องมีคุณสมบัติตาม Job description ดังมีรายละเอียดปรากฏในสิ่งที่ส่งมาด้วย

กรมทรัพยากรน้ำ ในฐานะสำนักเลขาธิการคณะกรรมการแม่น้ำโขงแห่งชาติไทย ซึ่งทำหน้าที่เป็นหน่วยประสานงานภายใต้กรอบความร่วมมือ MRC ของฝ่ายไทย จึงขอเชิญชวนเจ้าหน้าที่ผู้สนใจ และมีคุณสมบัติตรงตาม Job Description ซึ่งสามารถดูรายละเอียดและสามารถ Download MRC Personal History Form ได้จาก [www.mrcmekong.org](http://www.mrcmekong.org) และส่งใบสมัครพร้อมประวัติส่วนบุคคลและรูปถ่ายมายังกรมทรัพยากรน้ำ หรือทาง Email address : [tnmc@dwr.mail.go.th](mailto:tnmc@dwr.mail.go.th) ภายในวันที่ ๓ ธันวาคม ๒๕๕๕ ทั้งนี้เพื่อกรมทรัพยากรน้ำจะได้ประสานการดำเนินการต่อไป

จึงเรียนมาเพื่อโปรดพิจารณา

ขอแสดงความนับถือ

(นายวิพร ศิริพรไพบุลย์)

รองอธิบดี กรมทรัพยากรน้ำ

สำนักบริหารจัดการลุ่มน้ำโขง

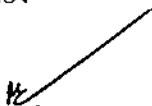
โทร./โทรสาร. ๐ ๒๒๔๘ ๖๖๐๕

รองเลขาธิการคณะกรรมการแม่น้ำโขงแห่งชาติไทย

ผู้แทนไทยในคณะกรรมาธิการร่วม คณะกรรมการแม่น้ำโขง

๕) เรียน ผอ.สำนัก/กอง ,ผชช. และหัวหน้าหน่วยงาน

เพื่อโปรดทราบและกรุณาแจ้งให้เจ้าหน้าที่ในสังกัด  
ทราบโดยทั่วกันด้วย จะเป็นพระคุณยิ่ง

  
(นายกิตติศักดิ์ หาญกล้า)

อกจ.

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## ***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**  
*Basin Development Plan Programme, Planning Division*  
*Post level: M-12 (Re-announcement)*
- 2. Senior Transboundary Project Specialist**  
*Mekong Integrated Water Resources Management Project, Planning Division*  
*Post level: M-12*
- 3. Project Financial Management Officer**  
*Finance and Administration Section and Mekong Integrated Water Resources Management Project, Planning Division*  
*Post level: M-10*

*These positions are based at the Office of the MRC 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: 3 December 2012**

**Application procedures:**

Only nationals of Cambodia, Lao PDR, Thailand and Viet Nam are eligible to apply. The application should include (i) a cover letter outlining clearly how the candidate meets the requirements of the position, (ii) a detailed CV, and (iii) MRC Personal History Form. The position title and section/division must be indicated in the cover letter. The application should be sent to the National Mekong Committee in the applicant's home country.

**Cambodia National Mekong Committee**  
P.O.Box 623, 364 Monivong Blvd.,  
Sangkat Phsar Doerm Thkouv, Khan Chamkar  
Mon, Phnom Penh, Cambodia  
Tel. (855-23) 216 514 Fax. (855-23) 218 506  
E-mail: [ou\\_sophanna@cnmc.gov.kh](mailto:ou_sophanna@cnmc.gov.kh)

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

**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](mailto:lnmc.mekong@gmail.com)

**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)

2/14



# Mekong River Commission

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576 National Road, #2, Chak 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  
184 Fa Ngoun Road,  
P.O. Box 6101, Vientiane, Lao PDR  
Tel: (856-21) 263 263. Fax: (856-21) 263 264

## 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 <sup>1</sup> (Riparian Professional 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 Programmes 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.

3/14

- 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.

4/14

## 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\$ 38,453 (M-12, 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*.

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

5/14



# Mekong River Commission

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576 National Road, #2, Chak Angre Kram,  
P.O. Box 623, Phnom Penh, Cambodia  
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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: October 2012

<b>Title:</b>	<b>Senior Specialist</b>
<b>Functional Title:</b>	<b>Senior Transboundary Project Specialist</b>
<b>Programme/Project:</b>	<b>Mekong Integrated Water Resources Management Project (M-IWRMP)</b>
<b>Division:</b>	Planning Division
<b>Level of post:</b>	M-12 <sup>1</sup> (Riparian Professional Staff)
<b>Duration:</b>	One-year contract renewable
<b>Location:</b>	MRC Secretariat in Vientiane, Lao PDR
<b>Reporting to:</b>	Coordinator, M-IWRMP

### 1. BACKGROUND INFORMATION

#### 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 IWRM Project

The Mekong Integrated Water Resources Management Project (M-IWRMP) is an MRC initiative with financial support from AusAID (from 2009 to 2014) and the World Bank (2012-2018). The overall objective of the M-IWRMP is to improve the enabling framework and capacity for Integrated Water Resources Management (IWRM) in the Lower Mekong Basin (LMB) Countries and strengthen the role of MRC as the facilitator of significant water resources development, guided by IWRM principles.

The M-IWRMP consists of 3 components; Regional, Transboundary and National. To date, the Project has been solely funded by AusAID with a grant of AUS\$ 7 million in support of the regional component. However, the World Bank funding of US\$ 8 million is expected to come on line shortly.

The Regional component focuses on giving effect to the 1995 Mekong Agreement through promoting and supporting the implementation of the MRC Procedures, as well as developing tools and an enabling environment to facilitate transboundary water resource planning, development and management. This component aims to realise the following Outcome;

- *A regional enabling framework with water resources planning and management tools, procedures and guidelines, process and capacity is in place to effectively implement the 1995 Mekong Agreement;*

The Transboundary component will be funded through the World Bank support, and will provide support to 5 transboundary projects, as well as to risk based modeling, communications and outreach activities. The successful applicant will primarily be responsible for driving this component forward. The Transboundary component intends to realise the following Outcome;

- *Pro-poor transboundary initiatives jointly designed and implemented, applying IWRM principles and demonstrating mechanisms for joint planning and implementation of projects identified as part of the MRC-led basin development planning process;*

<sup>1</sup> The post for strong fluency in one of the following four languages: Lao, Khmer, Thai or Vietnamese

6/14



The National Component is funded by the World Bank, through separate loan agreements with Cambodia, Laos and Viet Nam. Thailand is financing the national component through its own budget. The M-IWRM Project only has an advisory role in this component. This component intends to realise following Outcome

- *Strengthened policies, institutional arrangements and capacity for IWRM in the four LMB countries.*

The M-IWRM Project is being implemented in close synergy and cooperation with other MRC Programmes and with the MRC countries (in particular the National Mekong Committee Secretariats and the relevant Line Agencies). Close coordination between all stakeholders and all Components is crucial and will be the key for the Project's success and meeting its Outcomes.

#### **The transboundary project components under the M-IWRMP**

The Job Description for this position outlines the tasks required to support the Transboundary component, and more specifically to manage the 5 Transboundary Projects, which are described in more detail below;

Five transboundary project proposals have been prepared by the relevant Member Countries with support from M-IWRM Project;

- Cambodia – Lao PDR: *Transboundary IWRM-Based Fisheries Management on the Mekong and Sekong Rivers in Cambodia and Lao PDR;*
- Cambodia – Viet Nam: *Transboundary cooperation between Cambodia and Viet Nam: Integrated Water Resources Management in the Sesan and Srepok Sub-basin.*
- Lao PDR- Thailand: *Transboundary cooperation for river basin management in Xe Bang Hieng and Nam Kam basin;*
- Cambodia-Thailand: *Transboundary cooperation on IWRM implementation in Tonle Sap and Songkla basin; and*
- Cambodia-Viet Nam: *Transboundary cooperation in the Integrated Water Resources Management in the Mekong Delta.*

In addition, the MRC is also involved with other transboundary / bilateral projects through the Fisheries Programme. These bilateral initiatives are seen to be critical on-the-ground examples of cooperation to benefit the people of the Lower Mekong Basin.

These projects will be implemented and managed Project Steering Committees established by the participating countries. However, some oversight will be required of the M-IWRM team in the MRC Secretariat. A Senior Transboundary Project Specialist is needed provide this oversight and to ensure coordination between the transboundary projects. This will include maximizing the synergies between the projects, supporting project management where required and requested by their PSCs, and providing and coordinating technical advice from the MRC Secretariat as a whole.

The successful applicant will also apply the M-IWRM Project's Performance Monitoring and Evaluation Framework (PMEF) to the transboundary component. This will include establishing, implementing and maintaining clear Project Implementation Plans and Logical Framework with the respective Steering Committees, as well as identifying monitoring indicators and ensuring that these are provided by the project implementation teams.

## **2. JOB SUMMARY**

Under the supervision of the M-IWRMP Project Coordinator and in close collaboration and consultation with Chief Technical Advisor (CTA) of the M-IWRM Project, other MRC Programmes and implementing countries; the Transboundary Project Specialist will be responsible for ensuring oversight and coordination between the transboundary projects, ensuring that they retain a pro-poor focus, that they are successfully completed and that they maximise the potential synergies and skills available across the whole MRC.

## **3. KEY TASKS**

The incumbent will perform the following tasks:

- Support the management and coordination of all 5 transboundary projects within an IWRM framework.

7/14

- Develop an operational monitoring plan for transboundary project component in consultation with the M&E specialist in the M-IWRM Project. This will include ensuring that each project establishes and maintains a clear Project Implementation Plan (PIP) and Logframe;
- Interact with the PSC for each project, to help ensure that the work is carried out according to the PIP and Logframe, and that the M&E activities are carried out.
- Identify opportunities for, and arrange exchange workshops or seminars between the transboundary projects (including those outside the World Bank funding framework).
- Ensure that progress reporting is carried out, and is consistent the MRC Secretariat's and World Bank requirements.
- Work closely with countries, the CTA, and the M&E specialist to review and update (as needed) the PMEF indicators and Data Monitoring and Management Plan.
- Identify opportunities for operationalizing the MRC Procedures through the transboundary projects, demonstrating their value at a local scale.
- Work closely with International Communication and Cooperation Section (ICCS) of the MRCS to ensure that key activities and outputs of the transboundary projects are widely disseminated and lessons learnt are documented. This will include identifying the need for awareness materials, developing a communications plan, drafting the technical content of the materials and coordinating with ICCS to produce and disseminate these.
- Provide oversight over the implementation of the 5 transboundary projects, and consult with CTA of the M-IWRM Project to advise the Project Coordinator from time-to-time on opportunities to improve project implementation, and ensure that the Outcome is achieved.
- Support the development of Terms of Reference for specialist services required to support the 5 transboundary projects.
- Identify opportunities for synergies with the Regional and National Components, and plan the exploitation of these opportunities in consultation with the M-IWRM project CTA and Programme Coordinator.
- Identify where MRC Secretariat, or external, technical support could facilitate the work being undertaken by the 5 transboundary projects;
- Take minutes and report on transboundary project progress and present at workshops, stakeholder fora, Project Coordination and Management (PCM) meetings and Project Steering Committee (PSC) meetings, as required.
- Support the Programme coordinator to manage the financial requirements to comply with World Bank procedures.
- Other related duties as may be required by the Project Coordinator in support of the overall M-IWRM project.

#### 4. SCOPE OF AUTHORITY

- (a) **Supervision requirements:** The incumbent will not directly supervise any staff, but will be given authority to coordinate and supervise the implementation of the transboundary component. This will include providing support to the transboundary project implementation teams, or any staff specifically assigned to the projects by the member Countries.
- (b) **Level of autonomy:** Decision-making – high level but with a high degree of coordination with the transboundary project implementation teams. The position does not administer a budget but prepares budgetary requirements from the 5 transboundary projects for approval by the Programme Coordinator.
- (c) **Level of problem solving required:** An ability to think creatively and solve complex problems is required.
- (d) **Level and type of communications required:** Communications are wide, both within and outside of the organisation. The successful candidate will have significant interpersonal, communication and reporting writing skills.

## 5. COMPETENCE REQUIREMENTS

- (a) **Core Values:** Integrity, professionalism and respect for diversity;
- (b) **Core Competencies:** Strong facilitation, coordination and communication skills; teamwork, planning and organising, accountability; must take initiative, be creative and willing to learn, a sound understanding of water resources management;
- (c) **Specific requirement:** Readiness for frequent travel with the LMB region is a must.

## 6. POST-SPECIFIC QUALIFICATIONS

- Master's Degree or higher in Project Planning, Economic Development, Institutional Development, International Development, Natural Resources Management or other relevant field;
- At least 12 years of experience in project management and related work;
- Experience in the design and implementation of development projects/ programmes and/or similar organisation-level systems, including experience with performance management of internationally financed development projects;
- Experience with Integrated Water Resources Management (IWRM), environmental or natural resources management;
- Experience with and good knowledge of the Mekong riparian countries and the Mekong River Basin is an advantage;
- IT skills: Proficiency with standard text processing, spreadsheet and communication software is required;
- Language: Very good knowledge of written and spoken English is required. Strong fluency in one of the following four languages: Lao, Khmer, Thai or Vietnamese

### 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 Lao authorities, starting at US\$ 38,453 (M-12, 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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184 Fa Ngoum Road,  
P.O. Box 6101, Vientiane, Lao PDR  
Tel: (856-21) 263 263, Fax: (856-21) 263 264

## JOB DESCRIPTION

Updated: October 2012

<b>Title:</b>	Programme Officer
<b>Functional Title:</b>	Project Financial Management Officer
<b>Division:</b>	Finance and Administration Section (FAS) and Mekong Integrated Water Resources Management Project (M-IWRMP)
<b>Level of post:</b>	M-10 <sup>1</sup> (Riparian Professional staff)
<b>Duration:</b>	One-year contract renewable
<b>Location:</b>	MRC Secretariat in Vientiane, Lao PDR
<b>Reporting to:</b>	Chief of FAS and Coordinator, M-IWRMP

### 1. BACKGROUND INFORMATION

#### 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 IWRM Project

The Mekong Integrated Water Resources Management Project (M-IWRMP) is an MRC initiative with financial support from AusAID (from 2009 to 2014) and the World Bank (2012-2018). The overall objective of the M-IWRMP is to improve the enabling framework and capacity for Integrated Water Resources Management (IWRM) in the Lower Mekong Basin (LMB) Countries and strengthen the role of MRC as the facilitator of significant water resources development, guided by IWRM principles.

The M-IWRMP consists of 3 components: Regional, Transboundary and National. To date, the Project has been solely funded by AusAID with a grant of AUS\$ 7 million in support of the regional component. However, the World Bank funding of US\$ 8 million come on line after the effectiveness of the financial agreement between WB/IDA and the MRCS was declared in mid-August 2012.

The Regional component focuses on giving effect to the 1995 Mekong Agreement through promoting and supporting the implementation of the MRC Procedures, as well as developing tools and an enabling environment to facilitate transboundary water resource planning, development and management. This component aims to realise the following Outcome;

- *A regional enabling framework with water resources planning and management tools, procedures and guidelines, process and capacity is in place to effectively implement the 1995 Mekong Agreement;*

The Transboundary component will be funded through the World Bank support, and will provide support to 5 transboundary projects, as well as to risk based modeling, communications and outreach activities. The successful applicant will primarily be responsible for provide the financial management support required for this component. The Transboundary component intends to realise the following Outcome;

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<sup>1</sup> The post for strong fluency in one of the following four languages: Lao, Khmer, Thai or Vietnamese

- *Pro-poor transboundary initiatives jointly designed and implemented, applying IWRM principles and demonstrating mechanisms for joint planning and implementation of projects identified as part of the MRC-led basin development planning process;*

The National Component is funded by the World Bank, through separate loan agreements with Cambodia, Laos and Viet Nam. Thailand is financing the national component through its own budget. The M-IWRM Project only has an advisory role in this component. This component intends to realise following Outcome

- *Strengthened policies, institutional arrangements and capacity for IWRM in the four LMB countries.*

The M-IWRM Project is being implemented in close synergy and cooperation with other MRC Programmes and with the MRC countries (in particular the National Mekong Committee Secretariats and the relevant Line Agencies). Close coordination between all stakeholders and all Components is crucial and will be the key for the Project's success and meeting its Outcomes.

#### **The transboundary project components under the M-IWRMP**

This Job Description outlines the tasks required to provide financial backstopping and management support the Transboundary component, and more specifically to manage 5 Transboundary Projects.

These five transboundary project proposals have been prepared by the relevant Member Countries with support from M-IWRM Project as follows;

- Cambodia – Lao PDR: *Transboundary IWRM-Based Fisheries Management on the Mekong and Sekong Rivers in Cambodia and Lao PDR;*
- Cambodia – Viet Nam: *Transboundary cooperation between Cambodia and Viet Nam: Integrated Water Resources Management in the Sesan and Srepok Sub-basin.*
- Lao PDR- Thailand: *Transboundary cooperation for river basin management in Xe Bang Hieng and Nam Kam basin;*
- Cambodia-Thailand: *Transboundary cooperation on IWRM implementation in Tonle Sap and Songkha basin; and*
- Cambodia-Viet Nam: *Transboundary cooperation in the Integrated Water Resources Management in the Mekong Delta.*

In addition, the MRC is also involved with other transboundary / bilateral projects through the Fisheries Programme. These bilateral initiatives are seen to be critical on-the-ground examples of cooperation to benefit the people of the Lower Mekong Basin.

These projects will be implemented and managed by Project Steering Committees established by the participating countries. However, some oversight will be required of the M-IWRM team in the MRC Secretariat, who remain accountable to the World Bank. Given that there are 5 Projects, each implemented by 2 countries; providing appropriate oversight will prove particularly challenging, and will have to be carefully balanced with the need to allow each Steering Committee the freedom to manage their own project.

A Project Financial Management Officer needed to provide the financial management component of this oversight. The incumbent will ensure that all 5 transboundary projects, as well as Activities that are undertaken centrally at the MRC Secretariat, comply with all the relevant World Bank procedures and that flow of funds, and expenditure reporting operates smoothly in line with the World Bank's financial and procurement procedures.

The successful applicant will also provide financial training in line with WB's financial management to the transboundary project teams in the Lower Mekong Countries.

#### **FINANCE AND ADMINISTRATION SECTION (FAS)**

The MRC Secretariat structure already includes a Finance and Administration Section. Its role is to provide the secretariat and operational programmes with modern and highly efficient financial, administrative, personnel, logistical, facilities management, information technology and communication support. The section is also responsible for interacting effectively on such matters with the National Mekong Committees, riparian national agencies, international agencies and donor communities. Ultimately, FAS is responsible for ensuring probity in procurement procedures and ensuring the veracity of the financial reporting to all donors, consequently providing financial oversight to the M-IWRM Project. Within FAS, a Finance Unit provides efficient and sound financial management in MRC, and providing high quality, accurate, available and timely financial information

and services towards the Management, the Programme and the Donors of MRC. The successful applicant will therefore be placed with the Finance Unit of FAS, reporting directly to the Chief of FAS. The incumbent will however report to the Programme Coordinator for project related financial and procurement issues, thus ensuring that procurements and expenditure by the 5 transboundary projects is both in line with the World Bank requirements, and the overall project goals.

## 2. JOB SUMMARY

Under the supervision of Chief of Finance and Administration Section (FAS) and the M-IWRMP Project Coordinator; the Project Financial Management Officer will be responsible for ensuring financial oversight and coordination between the MRCS, the World Bank, and the transboundary project teams in terms of financial matters.

## 3. KEY TASKS

The incumbent will perform the following tasks:

- Prepare quarterly/annual financial reports in line with World Bank's financial and procurement procedures and complete all financial transaction requirements to support the regional and transboundary projects of the M-IWRMP, and documented in accordance with required standards;
- Liaise closely with the Project Steering Committees (PSCs) for each transboundary project to determine their procurement needs, and update them regularly on expenditure, and the availability of funds;
- Provide oversight over the financial implementation of all 5 transboundary projects and the Imprest Accounts that will be opened and operated by the PSCs. Ensure that appropriate and timely actions are taken to replenish these Imprest Accounts so that fund advances from the International Development Association (IDA) will be made promptly;
- Report on financial risk management practices and provide recommendations to supervisors;
- Perform follow-up activities with countries to ensure the smooth compliance to the MRCS and World Bank's financial matters;
- Assist the MRCS Financial Analyst cum Internal Auditor during the annual external audit of the APL1 and other related work;
- In coordination with the Financial Analyst cum Internal Auditor, take lead in any financial or compliance audit required by the World Bank;
- Take lead in assisting MRC member countries to comply with financial and procurement requirements and follow up any periodic supervision visit required by the FAS and M-IWRMP;
- Work closely with M-IWRMP team to review project financial expenditure on a regular basis;
- Work closely with the M-IWRMP M & E officer to monitor cash flow against the Project Activities, Outputs and Outcomes. This includes the preparation of consolidated bi-annual financial plan reports for the M-IWRMP;
- Coach and assist M-IWRMP's Programme Assistant and the National Programme Assistants managing the transboundary projects to comply with financial procedures of the MRCS and the World Bank;
- In coordination with concerned staff, ensure that the World Bank's financial & procurement requirements are followed;
- Advise M-IWRMP staff on budgetary and other finance related issues;
- Perform other duties related to post as required by the supervisors.

#### 4. SCOPE OF AUTHORITY

- (a) **Supervision requirements:** The incumbent will not directly supervise any staff, but will be given authority to assist the Project Coordinator to coordinate the implementation of financial matters of the regional and the transboundary component.
- (b) **Level of autonomy:** Decision-making follows defined procedures. High degree of coordination with regional and the transboundary project implementation teams. The position does not administer a budget, yet has responsibility for ensuring the financial accountability and compliance to the project's donors.
- (c) **Level of problem solving required:** An ability to think creatively and solve complex problems is required.
- (d) **Level and type of communications required:** Communications are wide, both within and outside of the organisation. The successful candidate will have significant interpersonal, communication and reporting writing skills.

#### 5. COMPETENCE REQUIREMENTS

- (a) **Core Values:** Integrity, professionalism and respect for diversity;
- (b) **Core Competencies:** Strong facilitation, coordination and communication skills; teamwork, planning and organising, accountability; must take initiative, be creative and willing to learn, a sound understanding of project financial management;
- (c) **Specific requirement:** Readiness for frequent travel with the LMB region is a must.

#### 6. POST-SPECIFIC QUALIFICATIONS

- University degree in Finance, Accounting, Auditing, Statistics and/or Business Administration, or equivalent combination of education, training and experience. Advanced degree is desirable;
- At least five years progressive experience in accounting, auditing or financial work, including computerised financial accounting systems, with proven track record in management, preferably in international organisations;
- Familiar with the work of the World Bank's financial and procurement procedures is an advantage;
- Experience in donors Project financial management;
- Experience in financial planning, financial reporting and analysis;
- Experience of rules and regulations for non-profit organizations;
- Ability to prepare and conduct training on internal control and financial procedures;
- Ability to work independently with minimal supervision;
- Ability to work under pressure and meet deadlines;
- Language: Very good knowledge of written and spoken English is required. Strong fluency in one of the following four languages: Lao, Khmer, Thai or Vietnamese

#### 7. SIGNATURES

Incumbent: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor 1: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor 2: \_\_\_\_\_

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\$ 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*.

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