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ด่วนมาก

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สำนักเลขาธิการคณะกรรมการแม่น้ำโขงแห่งชาติไทย
กรมทรัพยากรน้ำ

๑๘๐/๓ ถนนพระราม ๖ ซอย ๓๔

แขวงสามเสนใน เขตพญาไท

กรุงเทพฯ ๑๐๔๐๐

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กรมประมง	เลขที่	50416
เลขรับ	วันที่	๗ ธ.ค. ๕๕
เวลา		14.26 น.

กองการเจ้าหน้าที่	
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หน่วยงาน/ผู้รับ	กรมการเจ้าหน้าที่
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เรื่อง รับสมัครเจ้าหน้าที่เพื่อปฏิบัติงาน ณ MRCS ๕ ตำแหน่ง

เรียน อธิบดีกรมประชาสัมพันธ์

สิ่งที่ส่งมาด้วย สำเนาโทรสารสำนักงานเลขาธิการคณะกรรมการแม่น้ำโขง เลขที่ MK- OSV 224/12
ลงวันที่ ๒๓ พฤศจิกายน ๒๕๕๕ พร้อมรายละเอียด Job Description รวมจำนวน ๒๐ หน้า

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

๑. ปฏิบัติงาน ณ MRCS สาธารณรัฐประชาธิปไตยประชาชนลาว ๔ ตำแหน่ง คือ

๑) Project Coordinator โครงการบริหารจัดการน้ำแบบบูรณาการ กองวางแผน

๒) Programme Officer โครงการไฟฟ้าพลังน้ำ กองวางแผน

๓) Wetland Ecosystem Specialist แผนงานสิ่งแวดล้อม กองสิ่งแวดล้อม

๔) Environment Management Specialist แผนงานสิ่งแวดล้อม กองสิ่งแวดล้อม

๒. ปฏิบัติงาน ณ MRCS กรุงเทพมหานคร ราชอาณาจักรกัมพูชา ๑ ตำแหน่ง คือ Finance Officer ฝ่ายบริหารและการเงิน โดยผู้สมัครจะต้องมีคุณสมบัติตาม Job description ดังมีรายละเอียดปรากฏในสิ่งที่ส่งมาด้วย

กรมทรัพยากรน้ำ ในฐานะสำนักเลขาธิการคณะกรรมการแม่น้ำโขงแห่งชาติไทย ซึ่งทำหน้าที่เป็นหน่วยประสานงานภายใต้กรอบความร่วมมือ MRC จึงขอเชิญชวนเจ้าหน้าที่ผู้สนใจและมีคุณสมบัติตรงตาม Job Description ส่งใบสมัครพร้อมประวัติส่วนบุคคลและรูปถ่ายมายังกรมทรัพยากรน้ำ ตามที่อยู่ข้างต้น หรือทางจดหมายอิเล็กทรอนิกส์ tnmc@dwr.mail.go.th โดยสามารถดูรายละเอียดเพิ่มเติมและ Download MRC Personal History Form ได้จาก <http://www.mrcmekong.org/working-with-mrc/employment> ซึ่งจะปิดรับสมัครในวันที่ ๒๑ ธันวาคม ๒๕๕๕ ทั้งนี้ เพื่อกรมทรัพยากรน้ำจะได้ประสานการดำเนินการต่อไป

จึงเรียนมาเพื่อโปรดพิจารณา

ขอแสดงความนับถือ

(นายชัยพร ศิริพรไพบุลย์)

รองอธิบดีกรมทรัพยากรน้ำ

สำนักบริหารจัดการลุ่มน้ำโขง

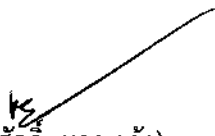
โทร./โทรสาร. ๐ ๒๒๕๘ ๖๖๐๕ กรุงเทพมหานคร

รองเลขาธิการคณะกรรมการแม่น้ำโขงแห่งชาติไทย

ศูนย์แทนไทยสำรองในคณะกรรมการร่วม คณะกรรมการแม่น้ำโขง

เรียน ผอ.สำนัก/กอง ,ผชช. และหัวหน้าหน่วยงาน

เพื่อโปรดทราบและกรุณาแจ้งให้เจ้าหน้าที่ในสังกัด
ทราบโดยทั่วกันด้วย จะเป็นพระคุณยิ่ง


(นายกิตติศักดิ์ หาญกล้า)

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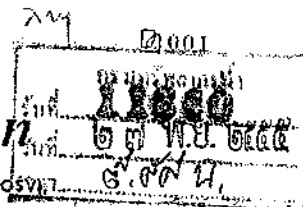




Mekong River Commission

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576 National Road, #2, Chok Angre Krom,
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FACSIMILE

REF FAX NO: MK- OSV 224/12

To: Facsimile No.: 662-298 6605

Bangkok, Thailand

Date: 23 November 2012

Number of page(s): 20

(including this page)

Dear Sir,

Subject: Vacancy announcement for five 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.

- Project Coordinator, Mekong-Integrated Water Resources Management Project, Planning Division
- Programme Officer (ISH Products Dissemination Officer), Initiative on Sustainable Hydropower, Planning Division
- Wetland Ecosystem Specialist, Environment Programme, Environment Division (Re-announcement)
- Environmental Management Specialist, Environment Programme, Environment Division (Re-announcement)
- Finance Officer, Finance and Administration Section

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 21 December 2012. We would appreciate it if you could forward the applications to the MRCS by 4 January 2013 so that the recruitment can be processed according to its timeline.

เรียน ☐ ทน.มต. ☐ ผอ.ศปว. ☐ ผอ.คสท.

Thank you for your continued support. ☐ ผอ.สนท. ☐ ผอ.สพท.

☐ ผอ.สพท. ☐ ผอ.สวท. ☐ ผอ.สสท.

☐ ผอ.สอท. ☐ ผอ.สทท.

☐ ผอ.กนท. ☐ ผอ.กพร. ☐ ผอ.กตท.

☐ ผอ.กนช. ☐ ผอ.สบค. ☒ ผอ.สบช.

Yours sincerely,

Hans Guttman
Chief Executive Officer

(นายชาคริต คูวิบูลย์ศิลป์) Mekong River Commission Secretariat

Permanent Secretary ☐ ผู้อำนวยการสำนักบริหารกลาง

Ministry of Natural Resources and Environment 27 พ.ย. 2555

Vice-Chairman of Thai National Mekong Committee

Member of the MRC Joint Committee for Thailand

Chairman of the MRC Joint Committee for 2012-2013

Thai National Mekong Committee

Department of Water Resources

180/3 Rama 6 Road, Soi Phibul Watana Building, Phayathai, Bangkok 10400 Thailand



Mekong River Commission

The role of MRC is to promote and coordinate sustainable management and development of water and related resources for the countries' mutual benefit and the people's well-being

MRC Secretariat is now recruiting highly qualified candidates for the positions of

1. Project Coordinator

Mekong-Integrated Water Resources Management Project, Planning Division

Post level: M-13

(This position is based at the Office of the MRC Secretariat in Vientiane, Lao PDR)

2. Programme Officer (ISH Products Dissemination Officer)

Initiative on Sustainable Hydropower, Planning Division

Post level: M-11

(This position is based at the Office of the MRC Secretariat in Vientiane, Lao PDR)

3. Wetland Ecosystem Specialist

Environment Programme, Environment Division

Post level: M-11 (Re-announcement)

(This position is based at the Office of the MRC Secretariat in Vientiane, Lao PDR)

4. Environmental Management Specialist

Environment Programme, Environment Division

Post level: M-11 (Re-announcement)

(This position is based at the Office of the MRC Secretariat in Vientiane, Lao PDR)

5. Finance Officer

Finance and Administration Section

Post level: M-11

(This position is 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: 21 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

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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184 Fa Ngoum Road,
P.O. Box 6101, Vientiane, Lao PDR
Tel: (856-21) 263 263. Fax: (856-21) 263 264

JOB DESCRIPTION

Updated: November 2012

Title: Project Coordinator
Functional Title: Mekong-Integrated Water Resources Management (M-IWRM) Project Coordinator
Division: Planning Division
Level of post: M-13¹ (Riparian Professional Staff)
Duration: One year contract renewable
Location: MRC Secretariat in Vientiane, Lao PDR
Reporting to: Director, Planning Division, MRCS

1. THE MEKONG RIVER COMMISSION AND MRC SECRETARIAT

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 MRC Secretariat is the technical and administrative arm of the MRC. It provides technical and administrative services to the JC and the Council to achieve the MRC's mission. The position of Project Coordinator of the M-IWRM Project falls within the Planning Division of the Secretariat.

2. THE PLANNING DIVISION

The Planning Division works towards the implementation of MRC's core programmes including the Basin Development Plan (BDP) Programme, the Initiative for Sustainable Hydropower (ISH), the Watershed Management Project (WMP) and the Mekong Integrated Water Resources Management Project (Mekong-IWRM Project) – the follow up project of the Water Utilization Programme.

The Mekong-IWRM Project strengthens the enabling framework and capacity for IWRM in the Lower Mekong Basin, exploring and establishing MRC's role as a facilitator of significant water resources development projects, guided by IWRM principles. The project will be implemented at regional, national and transboundary levels, which form the three respective components of the project.

3. JOB SUMMARY

Under the overall supervision of the Chief Executive Officer of the Mekong River Commission Secretariat and direct supervision of the Director of Planning Division, the Mekong-IWRM Project Coordinator will be responsible for the overall management of the project, including all technical, administrative and financial aspects.

4. KEY TASKS

The incumbent will work with a Chief Technical Advisor to ensure the overall effective implementation of the project including the coordination of the project's three components to ensure synergies and the achievement of the project objectives and the management of the regional component. He/she performs the following tasks.

Overall management and coordination of the Mekong-IWRM Project

- Manage and coordinate all technical, administrative and financial activities to ensure the effective and efficient implementation of the project to achieve its objectives and in full compliance with all applicable donor funding agreements, the project document and MRCS procedures and standards;
- Ensure effective communications and coordination between the MRCS, World Bank, AusAID, National Mekong Committees and the National Oversight Committees for the synergies between the regional and the national and transboundary components of the project and joint learning;
- Develop guidelines, design processes and lead actions to synthesize component workplans into coherent Project Implementation Plan (PIP), to consolidate reporting and to implement the overall Project Performance Management Framework;
- Provide secretariat support for the Regional Oversight Committee (ROC) of the project including organizing meetings, taking notes, following up on the recommendations and decisions of the ROC and liaison between the ROC and National Oversight Committees through NMCSs and country focal points;
- Prepare progress reports and other updates on the overall project preparation by synthesizing regional and national progress as in accordance with MRCS procedures and donor requirements;
- Preparation of Terms of Reference (TOR) and budgets for employment of project staff and consultants, and recruitment of such staff and consultants;
- Coordinate and mobilise the resource and personnel requirements for the main activities of the project;
- Provide the project related information to the CEO, the National Mekong Committees Secretariats (NMCSs), and other related MRCS Programmes and National Implementing Agencies of the project;
- Liaise and exchange information with other related regional projects, programmes and initiatives;
- Undertake general advocacy, promotion and dissemination of the Mekong-IWRM-P and its outcome with stakeholders and support NMCSs and national focal points in the same efforts at national level;
- Perform any other duties related to the coordination and management of the project as assigned by the CEO and Director of Planning Division.

Implementation of the regional component

- Coordinate the MRC Programmes inputs to the detailed design, implementation and monitoring and performance management of the regional component of the project;
- Establish budget allocation and accountability mechanisms between Planning Division and concerned MRC Programmes to deliver regional component activities and outputs;
- Ensure the effective management of the regional component's funds and reporting to the CEO and the Development Partners;
- Ensure the close linkage of the regional component and the Mekong-IWRM-P in general with the BDP process and other MRC activities;
- Facilitate the support from relevant MRC Programmes to the national and transboundary components.

Implementation of the transboundary component

Coordinate advice on the implementation of 5 Transboundary Projects ensuring their compliance to the World Bank financial, reporting and technical requirements;

Ensure that financial advances for the implementation of these projects are made in a timely and appropriate fashion, using the correct World Bank protocols.

5. SCOPE OF AUTHORITY

- (a) **Supervision requirements:** The incumbent will supervise an international Chief Technical Advisor, an M&E Officer, a Procedures Officer, a Transboundary Projects Officer, and two administrative support staff.
- (b) **Level of autonomy:** Decision-making is final, subject to the cursory approval of the Division Director, if necessary.
- (c) **Level of problem solving required:** Problem solving is complex and the incumbent must display sensitivity, initiative and creativity.
- (d) **Level and type of communications required:** Communications are wide, both within and outside of the organisation, and a variety of written documentation is required of the position.

6. COMPETENCE REQUIREMENTS

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

7. POST-SPECIFIC QUALIFICATIONS

- MSc/MA or higher in development economics, water resources and natural resources planning/management or a related field with at least 15 years experience in Integrated Water Resources Management (IWRM) and in planning and administration of development projects in developing countries;
- Experience with and good knowledge of the Mekong riparian countries and the Mekong River Basin and should have a proven experience of working in an international environment;
- Knowledge/experience within development project design, planning, and execution/management is a must;
- Practical experience in preparing and managing development projects and familiarity with public investments including loans are an advantage;
- Excellent organizational, coordination and communications skills are essential;
- Ability to work, cooperate in an international environment is a necessity;
- Fluency in English both spoken and written is required.

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\$ 49,500.00 (M-13, 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.



Mekong River Commission

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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; November 2012

Title: Programme Officer
Functional Title: Programme Officer (ISH Products Dissemination Officer)
Programme/Division: Initiative on Sustainable Hydropower (ISH), Planning Division
Level of post: M11¹ (Riparian Professional Staff)
Duration: One-year contract renewable
Location: MRC Secretariat, Vientiane, Lao PDR
Reporting to: Initiative on Sustainable Hydropower Programme Coordinator.

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 PLANNING DIVISION/ Initiative on Sustainable Hydropower (ISH)

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 on Sustainable Hydropower and Watershed Management Project).

The Initiative on Sustainable Hydropower

The 2011-2015 work plan extends the approach adopted in 2009-2010 aimed at improving cooperation between Member Countries, being more proactive, responsive and outward looking in bringing sustainable hydropower considerations into policy and practice in support of river basin management functions.

The ISH will continue to provide a "platform" for collaborative development, sharing and disseminating good practice which is now being increasingly accepted; This strategy has promoted different forms of partnership approaches which have so far proved to be effective and fundamental for cooperation and have received stakeholder acceptance and support producing optimistic results leading such as: Key hydropower sustainability assessment (flexible) tools which are largely ready for project-level and basin / sub-basin applications; Awareness of the value taking steps to advance sustainable hydropower considerations in implementing the 1995 Agreement is growing; share of Technical knowledge with developers and operators on safeguards for design and operations (environmental, social and dam safety); Establishment of MRC hydropower database and knowledge base; Establishment and dissemination of Preliminary Design Guidance; Assistance to MRC Member Countries to build capacity and knowledge bases relevant to MRC Programme work and sustainable

hydropower outcomes relevant to environment and social assessment a parameters and hydropower operations, and monitoring hydropower project development as regard to trends, influences, risks and opportunities.

Consequently, the ISH/MRC will continue and emphasize its efforts to catalyze and build capacity within MRCS, NMCs and line agencies falling under the remit of the 1995 Mekong Agreement.

3. PURPOSE AND OBJECTIVE:

The ISH within the Planning Division has made strategic achievements and drawn practical lessons from ISH implementation experiences enriched by important outputs related to considerations for sustainable hydropower in the Mekong context, together with the main drivers of change in hydropower that influence regional cooperation for sustainable development of the Mekong River Basin. The ISH considers the relevance, focus and expected influence of the MRC's activities delivered through the ISH to continue to advance this cooperation.

The immediate objective of the assignment is to:

- Increase the ability of the ISH to effectively disseminate ISH products to stakeholders and to collect their comments and suggestions. This seen as an effective approach to promote considerations and activities to advance the concept of sustainable hydropower suitable to strengthen regional cooperation and sustainable development of the Mekong River Basin.
- Contribute directly to the development of ISH communication materials and productivity by working with the ISH staff full-time during the course of the contract.

4. RESPONSIBILITIES AND TASKS:

Under the overall guidance of the Director of the MRC Planning Division and direct supervision of the ISH Programme Coordinator, the Programme Officer is responsible for the coordination and monitoring of the implementation of the communication activities of the MRC-ISH. These activities are aiming at improving dialogue, awareness raising, communication and capacity building to promote sustainable hydropower considerations and practices. The following specific tasks are foreseen:

- Collaborate in the production of an ISH Communication Strategy document for ISH base on an assessment of a basic communication needs undertaken which will be supported by a concise stakeholder analysis. This ISH Communication Strategy must show clearly how it is a component part of the overall MRC Communication Strategy – and that it supports and takes maximum advantage of opportunities to communicate the sustainable hydropower message working with the other MRC Programmes communication strategies such as the BDP stakeholder engagements.
- Edit and assist on production of the ISH publications such as, technical reports, booklets, report cards, leaflets, posters etc. produced following MRC publication and quality standards and according to MRC procedures. This involves working with ISH and MRC Communication Section staff to finalise the material and procure and oversee the layout and printing as needed.
- Update, populate and improve the ISH web-sites regularly. This involves working with closely the staff of ISH and the ICCS to respond to their communication needs as well as to retrieve from them material, results, stories etc. to ensure the value of the websites.
- Collaborate with ISH staff to promote communication and public participation activities at demonstration and study sites and communication activities targeted at different key stakeholders with a focus on women and youth.
- Collaborate with ISH staff to propose and implement conferences, meetings workshops and events as one of the methods to reach the target groups as defined in the communication plans.
- Advise on messaging and strategies for ensuring consistent dissemination of agreed messages.
- Liaise with the MRC Communication Section with regards to contact with and use of the media and with information officers in other relevant organisations.

- Act as quality control and provide technical advice on the streamlining of publication output of the ISH.
- Act as communication focal point for the ISH and collaborate with the MRC Communication Section on all relevant matters.
- Work with all Divisions of the MRC to promote internal awareness raising and consistent messaging within the topics covered by the ISH as a cross-cutting initiative.
- Build the capacity of riparian staff to undertake said duties in the future and develops a capacity building plan in this regard, in cooperation with the Integrated Capacity Building Programme.
- Collaborate in the formulation of an ISH communication plan. Monitor, evaluate and report on the progress of the implementation of that communication plan.
- Additional related duties as requested by the ISH Programme Coordinator.

5. SCOPE OF AUTHORITY

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

6. COMPETENCE REQUIREMENTS

- **Core Values:** Integrity, professionalism and respect for diversity.
- **Core Competencies:** Communication, teamwork, planning and organising, accountability, creativity, client orientation, commitment to continuous learning, and technological awareness.

7. POST-SPECIFIC QUALIFICATIONS

The incumbent is required to own the following knowledge and skills:

- A university degree (minimum BSc) in Communications / Public Relations / engineering/ natural resources or related field is required;
- Adequate knowledge and experience related to large infrastructure (such as hydropower projects) natural resources management or similar on planning and management.
- Ten years of varied experience with minimum of seven years practical working experience within the area of communications, public relations, editing are highly desirable
- Proven track record for past experiences in the communications or publishing field.
- Experience in the use of web-based information services
- Experience in design and familiarity with commonly used design software
- Experience in dealing with printing and production of display materials
- Work experience with international organizations and excellent interpersonal and cross-cultural communication skills
- Good sense of initiative and sound judgment
- Excellent command of the English language is necessary. Any working experience and/or knowledge of one or more riparian language (Khmer Lao, Thai, Vietnamese) would be an advantage.
- Ability to work in an international environment and to travel regularly in the riparian countries;

Language: Very good knowledge of written and spoken English and at least one national riparian language are pre-requisites.

Remark: The funding for this position is from the Government of Finland aiming at promoting the pro activeness, responsiveness and outward look in bringing sustainable hydropower considerations into policy and practice in support of river basin management functions. The current funding is secured until 2014.

8. SIGNATURES

Incumbent: _____ Date: _____

Supervisor: _____ 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\$ 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; (iv) Contribution of MRC to Health and Accident insurances (on shared basis with employee); (v) other entitlements and benefits such as dependency allowance, 6 weeks' annual vacation; sick leave, maternity leave etc.

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

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

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



Mekong River Commission

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JOB DESCRIPTION

Updated June, 2012

Title:	Programme Officer
Functional Title:	Wetland Ecosystem Specialist, Environment Programme
Division:	Environment Division (ENV)
Level:	M 11 ¹ (Riparian Professional Staff)
Duration:	One-year contract renewable
Location:	MRC Secretariat, Vientiane, Lao PDR
Reporting to:	Programme Coordinator, Environment Programme

1. THE MEKONG RIVER COMMISSION

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

2. THE ENVIRONMENT DIVISION AND PROGRAMME

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

3. JOB SUMMARY

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

4. KEY TASKS

The incumbent performs the following tasks:

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

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

5. SCOPE OF AUTHORITY

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

6. COMPETENCE REQUIREMENTS

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

7. POST-SPECIFIC QUALIFICATIONS

- Master degree or higher in aquatic science, biology, ecology, natural science, environmental and natural resource management or similar with focus on issues of relevance to wetland and aquatic ecosystems studies, research and management.
- Knowledge and skills on GIS and mapping techniques, wetland inventory, wetland assessment and wetland biodiversity assessment and monitoring methodologies.
- At least 10 years relevant experience in work that has relevance to aquatic science research and studies, wetland studies, wetland management, conservation and governance in either government, non-government organizations and/or in academics. Preferable on both practical field experiences and academic research.
- Experience with and good knowledge on the interlinkages between wetland ecosystems, wetland beneficial use, conservation and management with a linkage to people dependence in a sustainable development context and in the Mekong context;
- Experience within development project planning, management, implementation and reporting; experience in preparation of annual work plans and budgets, and the use of a logical framework for summarising and guiding implementation is an advantage;
- Experience with and good knowledge of the Mekong Riparian countries and the Mekong River basin and experience in working in a multicultural and international multiple partner environment;
- Fluency in written and spoken English and at least one of MRC riparian languages is essential;

8. SIGNATURES

Incumbent: _____ (_____) Date: _____

Programme Coordinator: _____ (_____) Date: _____

Division Director: _____ (_____) Date: _____

¹ Brief information on remuneration

The remuneration package, *subject to change*, includes (i) annual net base salary exempt from tax by Lao authorities, starting at US\$ 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.

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.

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JOB DESCRIPTION

Updated: June, 2012

Title: Programme Officer
Functional Title: Environmental Management Specialist, Environment Programme
Division: Environment Division (ENV)
Level: M 11¹ (Riparian Professional Staff)
Duration: One-year contract renewable
Location: MRC Secretariat, Vientiane, Lao PDR
Reporting to: Programme Coordinator, Environment Programme

1. THE MEKONG RIVER COMMISSION

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

2. THE ENVIRONMENT DIVISION AND PROGRAMME

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

3. JOB SUMMARY

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

4. KEY TASKS

The incumbent performs the following tasks:

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

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

5. SCOPE OF AUTHORITY

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

6. COMPETENCE REQUIREMENTS

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

7. POST-SPECIFIC QUALIFICATIONS

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

- Experience with and ability to work through networks and implement activities in a multiple partner context;
- Experience in conflict resolution, mediation, complex negotiations or similar is an advantage;
- Experience with and good knowledge of the Mekong riparian countries and the Mekong River basin and experience in working in a multicultural and international environment;
- Fluency in written and spoken English and at least one of MRC riparian languages is essential.

8. SIGNATURES

Incumbent: _____ () Date: _____

Programme Coordinator: _____ () Date: _____

Division Director: _____ () Date: _____

Brief information on remuneration

The remuneration package, *subject to change*, includes (i) annual net base salary exempt from tax by Lao 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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P.O. Box 6101, Vientiane, Lao PDR
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JOB DESCRIPTION

Updated: November 2012

Title: Finance Officer
Division: Finance and Administration Section (FAS)
Level of post: M-11' (Riparian Professional Staff)
Duration: One year contract renewable
Location: Office of the MRC Secretariat in Phnom Penh (OSP), Cambodia
Reporting to: Chief of Finance and Administration Section

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, Lao PDR, Thailand and Viet Nam. The role of the MRC is to co-ordinate and promote co-operation in all fields of sustainable development, utilization, management and conservation of the water and related resources of the Mekong River Basin. The mission of the 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.

The MRC Secretariat is the operational arm of the MRC. It provides technical and administrative services to the Joint Committee and the Council to achieve the MRC's mission.

From 1 July 2010, the Secretariat started to implement the co-hosted location mechanism under which there will be two offices: one in Phnom Penh (OSP) and one in Vientiane (OSV).

2. FINANCE AND ADMINISTRATION SECTION

Its role is to provide the secretariat and operational programmes with modern and highly efficient financial, administrative, procurement, logistical, facilities management, information technology and communication support. The section is also responsible for interacting effectively on such matters with the National Mekong Committee Secretariats, riparian national agencies, international agencies and donor communities.

FINANCE UNIT

An efficient and proactive unit securing sound financial management in MRC, and providing high quality, accurate, available and timely financial information and services towards the Management, the Programmes and the Development Partners of MRC.

3. JOB SUMMARY

Under the direct supervision of the Chief of FAS, the Finance Officer ensures that financial information is processed in line with technical MRCS and Solomon requirements including monitoring programme budgets. He/she ensures that MRCS complies with financial and administrative requirements outlined in the financing agreements of MRC Development Partners. The incumbent also maintains and develops the Solomon accountancy software, both for optimal technical performance and for production of adequate output.

4. KEY TASKS

The incumbent performs the following tasks:

Accounting:

- Ensures smooth financial operation of all development partner funded projects;
- Reviews and proposes improvements of current imprest account structures;
- Provides coaching, evaluates, develops finance assistants' capacity skills and reviews their work;
- Ensures that all financial information is processed according to MRC and Solomon requirements;
- Reviews monthly payroll vouchers and records to ensure that the payroll transactions are recorded to correct accounts and projects and that the project charge entries are consistent with General Ledger;
- Reviews all vouchers initiated by OSP based finance staff to ensure that the transactions are recorded to correct accounts, projects and that the project charge entries are consistent with General Ledger before submission to the Chief of FAS for clearance.
- Ensures staff under supervision enforce the valid MRC policies, especially in respect of necessary supporting documents for payments;
- Ensures that accounting methods, procedures and information systems are adequate to meet internal and external requirements and promptly recommend to the Chief of FAS any improvement required.
- Performs month-end and year-end closings, including reconciliation and review of the correctness of the data;
- Be focal point in OSP for the preparation and during the implementation of the annual external audit & other financial or compliance audits required by the MRC Development Partners.

Banking:

- Liaises with the MRC banking network on all banking related matters;

- Reconciles and adjusts the bank accounts with the funds balances on a quarterly basis;

Budget & financial management:

- Be delegated to commit funds under the Operating Expenses Budget (OEB) for OSP within the limits as specified in the internal procedures related to administrative and management actions of the OSP and the OSV
- Assists the Chief of FAS in monitoring the OEB & other related projects;
- Be responsible for the financial closing of projects;
- Performs cost analysis and investigations as required by the Chief FAS;
- In coordination with the Financial Analyst/Internal Auditor, co-ordinates, analyses and updates all financial information for development partner funded activities in cooperation with relevant project officers as and when required;
- Reviews and analyses the effectiveness of reports and makes recommendation if necessary
- Ensures that Development Partners and the management receive appropriate financial reporting on a timely basis;

Coaching:

- Trains Finance, Procurement, and Personnel staff on Solomon system, and trains project staff on financial management and Solomon Reports;
- Conducts orientation to new OSP based staff on financial system (Solomon) and Finance and Administrative procedures
- Advises MRC programmes on budgetary and other finance related issues;

Others:

- Maintain the Solomon Accounting Software for optimal technical performance;
- Customizes and maintains adequate accountancy reports;
- Provides cover for the Financial Analyst/Internal Auditor in OSV when he/she is absent;
- Performs other duties as assigned by the Chief of FAS.

5. SCOPE OF AUTHORITY

- Supervision requirements:** The job holder directly supervises the finance assistants in OSP and is responsible for their outputs, on the job training and performance evaluation. In addition, the incumbent also oversees the work of the finance staff in the SOLOMON system.
- Level of autonomy:** Decision making follows defined procedures. The position does not administer a budget, yet has responsibility for ensuring the financial accountability of MRC.
- Level of problem solving required:** Problem solving skill is expected and the

incumbent must display sensitivity, initiative and creativity

- d) **Level and type of communications required:** Communications are wide, within and outside the organisation, and require considerable oral and written skills.

6. COMPETENCE REQUIREMENTS

- a) **Core Values:** Integrity, Professionalism and Respect for Diversity
- b) **Core Competencies:** Communication, Teamwork, Planning & Organising, Accountability, Creativity, Output Oriented, Client Orientation, Commitment to Continuous Learning, and Technological Awareness.

7. POST-SPECIFIC QUALIFICATIONS

- University degree in Finance, Accounting and/or Business Administration, or equivalent combination of education, training and experience. Advanced degree desirable;
- At least seven years progressive experience in accounting or financial work, including computerised financial accounting systems, with proven track record in management, preferably in international organisations;
- Experience in multi-projects financial management;
- Experience of rules and regulations of non-profit organizations;
- Experience in financial planning, financial reporting and analysis;
- Ability to work independently with minimal supervision;
- Computer literate, good knowledge of accountancy software is essential (knowledge of SOLOMON is an advantage);
- Ability to prepare and conduct training of accounting and financial processes,
- Patience, resilience and flexibility
- Ability to work under pressure and meet deadlines;
- Very good command of English, both written and spoken, is required including report writing and correspondence handling. Working knowledge of one more riparian language is an advantage.

8. SIGNATURES

Job Holder: _____

Date: _____

Chief of FAS: _____

Date: _____

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Brief information on remuneration

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