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ด่วน

ที่ ทส 0606/ ๖. ๖29



กรมประชาสัมพันธ์
รับที่ A5230
วันที่ 15 ธ.ค. 51

กรมทรัพยากรน้ำ 14.32 น.
180/3 ถนนพระราม 6 ซอย 34
แขวงสามเสนใน เขตพญาไท
กรุงเทพฯ 10400

โครงการเจ้าหน้าที่
วันที่ 15 ธ.ค. 2551 E A5230
หน่วยงาน/ผู้รับผิดชอบเวลา 15.47 น.
 กพบ. กพ.
 ผบค. ผสป.
ชื่อของ MRC Oa

๘ ธันวาคม 2551

เรื่อง รับสมัครบุคลากรตำแหน่งผู้ประสานแผนงานบริหารจัดการและบรรเทาอุทกภัยของ MRC

เรียน อธิบดีกรมประชาสัมพันธ์

สิ่งที่ส่งมาด้วย สำเนาโทรสารสำนักงานเลขาธิการคณะกรรมการแม่โขงเลขที่ MK-0526/08 ลงวันที่ 1 ธันวาคม 2551 พร้อมรายละเอียด Job Description รวมจำนวน 5 แผ่น

ด้วย สำนักงานเลขาธิการคณะกรรมการแม่โขง (Mekong River Commission Secretariat : MRCS) มีความประสงค์จะรับสมัครบุคลากรจากประเทศภาคีสมาชิก ตำแหน่งผู้ประสานแผนงานบริหารจัดการและบรรเทาอุทกภัยของ MRC (Flood Management and Mitigation Programme Coordinator, FMMP Coordinator) เพื่อปฏิบัติงาน ณ ศูนย์บริหารจัดการและบรรเทาอุทกภัย กรุงเทพมหานคร ประเทศกัมพูชา โดยผู้สมัครจะต้องมีคุณสมบัติตาม Job description ดังมีรายละเอียดปรากฏตามสิ่งที่ส่งมาด้วย

กรมทรัพยากรน้ำ ในฐานะสำนักเลขาธิการคณะกรรมการแม่โขงแห่งชาติไทย และเป็นหน่วยงานกลางในการประสานงานภายใต้กรอบความร่วมมือ MRC จึงขอชวนเชิญบุคลากรผู้สนใจและมีคุณสมบัติตรงตาม Job Description ส่งใบสมัครพร้อมประวัติส่วนบุคคลและรูปถ่าย ไปยังกรมทรัพยากรน้ำ หรือทาง E-mail address : tnmcmekong.org ภายในวันที่ 31 ธันวาคม 2551 ทั้งนี้เพื่อกรมทรัพยากรน้ำจะได้รวบรวมใบสมัครส่งให้ MRCS พิจารณาต่อไป

จึงเรียนมาเพื่อโปรดพิจารณา

ขอแสดงความนับถือ

(นายธเนศ ดามาสุ)
รองอธิบดี ปฏิบัติราชการแทน
อธิบดีกรมประชาสัมพันธ์

สำนักประสานความร่วมมือระหว่างประเทศ
โทร. 0 2271 6000 ต่อ 6617 โทรสาร. 0 2271 6165

เว็บบอร์ด

กนข ๒๐15

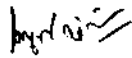
เว็บไซต์กรม

15 ธ.ค. 2551

16 ธ.ค. 51

2) รเรียน ผอ.สำนัก/ผอ.กอง และหัวหน้าหน่วยงาน

เพื่อโปรดเวียนแจ้งให้ข้าราชการในสังกัด
ที่มีคุณสมบัติตรงตามที่กำหนดได้ทราบโดยทั่วกัน
ทั้งนี้ ให้จัดส่งใบสมัครพร้อมประวัติส่วนบุคคล
และรูปถ่าย ไปยัง กรมทรัพยากรน้ำ หรือทาง
Email address : tnmc@tnmcmekong.org ภายในวันที่
31 ธันวาคม 2551 โดยตรงต่อไป จะเป็นพระคุณยิ่ง



(นายไพฑูรย์ หิรัญประดิษฐ์)

อกจ.

19 ธ.ค. 51



Mekong River Commission

P.O. Box 6101, 184 Fa Ngoum Road, Unit 18,
Ban Sithane Neua, Sikhottabong District, Vientiane 01000, Lao PDR
Telephone: (856-21) 263 263 Facsimile: (856-21) 263 264

TO	2309
FROM	- 2 SA 2551
DATE	08.30

FACSIMILE

REF FAX NO: MK- 0526/08
To: Facsimile No.: 662-298 6605
Bangkok, Thailand

Date: 1 December 2008
Number of page(s): 5
(including this page)

Dear Sir,

Vacancy announcement: Flood Management and Mitigation Programme Coordinator (FMMP)

Following the announcement that the current Programme Coordinator of FMMP will leave to return to Vietnam in 1 April 2009, we would like to forward to you the vacancy announcement and the job description of the position for his replacement.

We attach the vacancy announcement and the job description of the above-mentioned position for your kind information and action. The vacancy announcement will soon be advertised in The Nation newspaper. In addition, we will also post the vacancy in a well known national job-listing website including www.jobsdb.com and www.jobthai.com.

It would be appreciated if you could also arrange to have the vacancy announced to all ministries at your earliest convenience.

The closing date for all applications is 31 December 2008. We would appreciate it if you could forward the applications to the MRCS during the first two weeks of January so that the Recruitment Panels in MRCS can proceed with the recruitment in a timely manner.

Thank you for your continued support.

Yours sincerely,

Do Manh Hung
Officer-In-Charge
Mekong River Commission Secretariat

The Permanent Secretary
Ministry of Natural Resources and Environment
Vice-Chairman of Thai National Mekong Committee
Chairman of the MRC Joint Committee for 2008/2009
Member of the MRC Joint Committee for Thailand
C/o Thai National Mekong Committee
Department of Water Resources
180/3 Rama 6 Road, Soi Phitak Watana Building
Phayathai, Bangkok 10400 Thailand



Mekong River Commission

The role of 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 Basin.

MRC is looking for a dynamic riparian professional to fill the following position

Programme Coordinator Flood Management and Mitigation Programme

Job Summary: The FMMP Coordinator will report to the Director, Technical Support Division (TSD) and will work in close collaboration with the Chief Technical Advisor and other managerial and professional staff of the Regional Flood Management and Mitigation Center (RFMMC) and the Mekong River Secretariat (MRCs), the National Mekong Committees (NMCs) and concerned national line agencies and other relevant international/regional institutions.

Qualifications:

- A post-graduate degree and professional qualifications in Hydrology, Water Resources Management, Civil Engineering or similar;
- At least 15 years of experience in flood management related activities, implementation and administration of development projects in developing countries within water resources and/or flood management;
- A substantial knowledge and experience in trans-boundary river/flood management coordination, conflict resolution, river basin water resources/flood related trans-boundary mediation is a prerequisite;
- Experience in complex project planning, budget management, programming, execution, and coordination in large river basins preferably international basins with strong organizational and coordination skills is required;
- Experience working in an international environment;
- Knowledge of MRC and its activities and working experience in the MRC member countries will be an advantage.

The position is based at the Regional Flood Management and Mitigation Centre (RFMMC) in Phnom Penh, Cambodia. The job description and other information can be obtained at MRC website <http://www.mrcmekong.org>. Women are encouraged to apply. Only short-listed candidates will be notified.

Closing date for applications: 31 December 2008

Only nationals of Cambodia, Lao PDR, Thailand and Viet Nam are eligible to apply. The application must include a cover letter outlining clearly how the candidate meets the requirements of the position. In addition to the cover letter, the applicant should include a copy of the detailed CV and references, together with a passport-size photo and contact email address and send to the National Mekong Committee in the applicant's home country.

Cambodia National Mekong Committee
23 Mao Tse Toung Road, Phnom Penh, Cambodia
Tel. (855-23) 218 727 Fax. (855-23) 218 506
E-mail: cnmcs@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@lnmcmekong.org

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.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@yahoo.com



Mekong River Commission

JOB DESCRIPTION

Updated: November 2008

Title: Programme Coordinator
Functional Title: Programme Coordinator, FMMP
Division: Technical Support Division (TSD), Flood Management and Mitigation Programme (FMMP)
Level of post: M-13 (Riparian staff)
Location: Regional Flood Management and Mitigation Centre, Phnom Penh Cambodia
1. THE MEKONG RIVER COMMISSION

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

2. THE FLOOD MANAGEMENT AND MITIGATION PROGRAMME

The Flood Management and Mitigation Programme (FMMP) is one of the MRC core programmes. The overall development objective of the FMMP is '*people's suffering and economic losses due to floods are prevented, minimised, or mitigated, while preserving the environmental benefits of floods*'. It consists of five components: 1. Regional FMM Centre, 2. Structural measures and flood proofing, 3. Enhancing cooperation in addressing trans-boundary flood issues, 4. Flood emergency management, and 5. Land management. The FMMP is based on priorities agreed upon by the four MRC member countries and on the strategic roles of the MRC. The components of the programme are related to each other and most components link to MRC's existing programmes. They will contribute to MRC's overall role in knowledge base development, capacity building and regional cooperation.

3. JOB SUMMARY

The FMMP Coordinator will report to the Director, Technical Support Division (TSD) and will work in close collaboration with the Chief Technical Advisor and other managerial and professional staff of the Regional Flood Management and Mitigation Center (RFMMC) and the Mekong River Secretariat (MRCS), the National Mekong Committees (NMCs) and concerned national line agencies and other relevant international/regional institutions.

4. KEY TASKS

The incumbent performs the following tasks:

- Act as a Manager for FMMP Coordination and a focal point for all FMMP related information that goes beyond the individual FMMP activities;

- Coordinate and implement the FMMP activities to ensure streamlined and transparent interfaces between components, other MRC programmes and with related national and regional institutions (intra-programme, inter-programme and external coordination);
- Coordinate, organize and facilitate the FMMP implementation work plans, budget plans, technical studies, training and workshop schedules, etc. in a well coordinated and harmonized manner;
- Carry out internal and external project administration by setting up management procedures, technical liaison, etc.
- Prepare Term of Reference, specifications, tender documents, etc. as required for initialization of programme documents and activities;
- Prepare and update operation action plans;
- Prepare reports such as inception report, progress and activity reports, internal performance assessment, FMMP completion report, etc.
- Coordinate day-to-day operations and implementations of the programme with division directors and related professional staff, national FMMP coordinators, regional collaboration partners, ASEAN and GMS programmes;
- Coordinate of inputs of other international consultants and MRC professional staff;
- Identify progressive risks, key and emerging issues hampering the progress of FMMP coordination and implementation including foreseen and/or actual deviations from the work plans, milestones and indicators, assess consequences, select and implement appropriate response measures;
- Carry out programme-level review, quality monitoring and assessment and, if necessary, develop revised programme strategy aiming at meeting the overall objectives of the programme;
- Support for mid-term review and final evaluation of the programme implementation (2004-2010);
- Support for preparation of the programme documents for the second phase (after 2010);
- Establish network with other international river basin organizations and develop global links with relevant organizations and technological resource centres around the world;
- Other related duties as may be assigned by the supervisor.

5. SCOPE OF AUTHORITY

- (a) **Supervision requirements:** The incumbent supervises the FMMP programme officers in cooperation with the CTA.
- (b) **Level of autonomy:** Decisions are generally recommendatory in line with MRC policy.
- (c) **Level of problem solving required:** Problem solving is complex and the incumbent must display initiative and creativity.
- (d) **Level and type of communications required:** Communications are wide, both within and outside of the organisation, and a variety of written documentation is required of the position.

6. COMPETENCE REQUIREMENTS

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

7. POST-SPECIFIC QUALIFICATIONS

A post-graduate degree and professional qualifications in Hydrology, Water Resources Management, Civil Engineering or similar;

At least 15 years of experience in flood management related activities, implementation and administration of development projects in developing countries within water resources and/or flood management;

A substantial knowledge and experience in trans-boundary river/flood management coordination, conflict resolution, river basin water resources/flood related trans-boundary mediation is a prerequisite;

Experience in complex project planning, budget management, programming, execution, and coordination in large river basins preferably international basins with strong organizational and coordination skills is required;

Experience working in an international environment;

Knowledge of MRC and its activities and working experience in the MRC member countries will be an advantage.

Language: Fluency in English both written and spoken, and one riparian language is a must.

Signed: _____ Division Director, TSD Date: _____

Signed: _____ Incumbent 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\$ 38,001.00 (M-13, step I); (ii) Monthly fluctuation and removable Devaluation Allowance (9.67% of basic salary for the month of Nov 08); (iii) MRC's contribution to staff member's Provident Fund of 14% of basic salary upon completion of 3 years in service; (iv) Contribution of MRC to Health and Accident insurances (on shared basis with employee); (v) other entitlements and benefits such as dependency allowance, 6 weeks' annual vacation; sick leave, maternity leave etc.

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

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

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