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ด่วน

ที่ ทส 0606/ ๑.๓



กรมทรัพยากรน้ำ	
รับที่	487
วันที่	8 ม.ค. ๖๒

กรมทรัพยากรน้ำ

13.๐๓ น.

180/3 ถนนพระราม 6 ซอย 34

แขวงสามเสนใน เขตพญาไท

กรุงเทพฯ 10400

6 มกราคม 2552

กองการเจ้าหน้าที่	
ที่	๒๖๖๖
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เรื่อง รับสมัครบุคลากรตำแหน่งต่างๆ ปฏิบัติงาน ณ MRCS

เรียน **อธิบดีกรมประมง**

สิ่งที่ส่งมาด้วย สำเนาโทรสารสำนักงานเลขาธิการคณะกรรมการแม่น้ำโขง เลขที่ MK-0653/08 ลงวันที่ 24 ธันวาคม 2551 พร้อมรายละเอียด Job Description รวมจำนวน 21 หน้า

ด้วย สำนักงานเลขาธิการคณะกรรมการแม่น้ำโขง (Mekong River Commission Secretariat : MRCS) มีความประสงค์จะรับสมัครบุคลากรจากประเทศภาคีสมาชิก ตำแหน่งต่างๆ ดังนี้

1. Programme Coordinator, ICBP
2. Senior Technical Coordination Officer, Technical Coordination Unit
3. Communications, Partnerships and Public Participation Officer, ICCS
4. Modeller, IKMP
5. Operational Hydrologist, IKMP และ
6. Hydro-meteorological Asset Manager, IKMP

เพื่อปฏิบัติงาน ณ MRCS นครหลวงเวียงจันทน์ สาธารณรัฐประชาธิปไตยประชาชนลาว โดยผู้สมัครจะต้องมีคุณสมบัติตาม Job description ดังมีรายละเอียดปรากฏตามสิ่งที่ส่งมาด้วย

กรมทรัพยากรน้ำ ในฐานะสำนักเลขาธิการคณะกรรมการแม่น้ำโขงแห่งชาติไทย และเป็นหน่วยงานกลางในการประสานงานภายใต้กรอบความร่วมมือ MRC จึงขอเชิญชวนบุคลากรผู้สนใจและมีคุณสมบัติตรงตาม Job Description ส่งใบสมัครพร้อมประวัติส่วนตัวและรูปถ่าย ไปยังกรมทรัพยากรน้ำ หรือทาง Email address : tnmc@tnmcmekong.org ภายในวันที่ 31 มกราคม 2552 ทั้งนี้เพื่อกรมทรัพยากรน้ำจะได้รวบรวมใบสมัครส่งให้ MRCS พิจารณาต่อไป

จึงเรียนมาเพื่อโปรดพิจารณา

ขอแสดงความนับถือ

(นายธเนศ ดาตาสอรณ)

รองอธิบดี ปฏิบัติราชการแทน

อธิบดีกรมทรัพยากรน้ำ

เรียน คุณอรณี
อธิบดีกรม
8 ม.ค. ๖๒

สำนักประสานความร่วมมือระหว่างประเทศ

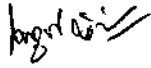
โทร. 0 2271 6000 ต่อ 6617 โทรสาร. 0 2271 6165

กท.น. ๖๔

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๒) เรียงน ผอ.สำนัก/ผอ.กอง และหัวหน้าหน่วยงาน

เพื่อโปรดเวียนแจ้งให้ข้าราชการในสังกัด
ที่มีคุณสมบัติตรงตามที่กำหนดได้ทราบโดยทั่วกัน
ทั้งนี้ ให้จัดส่งใบสมัครพร้อมประวัติส่วนบุคคล
และรูปถ่าย ไปยัง กรมทรัพยากรน้ำ หรือทาง
Email address : tnmc@tnmcmekong.org ภายในวันที่
31 มกราคม 2552 โดยตรงต่อไป จะเป็นพระคุณยิ่ง



(นายไพฑูรย์ หิรัญประดิษฐ์)

อกจ.

9 ม.ค.52



Mekong River Commission

P.O. Box 6101, 184 Fa Ngoum Road, Unit 18,
Ban Sithane Neua, Sikhottabong District, Vientiane 01000, Lao
Telephone: (856 21) 265 263 Facsimile: (856 21) 265 264

สำนักงานทรัพยากรน้ำแห่งชาติ	1503
วันที่	25 ธ.ค. 2551
เวลา	08:30

FACSIMILE

REF FAX NO: MK- 0653/08

To: Facsimile No.: 662-298 6605

Bangkok, Thailand

Date: 24 December 2008

Number of page(s): 21

(including this page)

Dear Sir,

Subject: Vacancy announcement for six riparian professional positions

I would like to forward to you the vacancy announcement for six riparian professional positions including:

1. Programme Coordinator, ICBP
2. Senior Technical Coordination Officer, Technical Coordination Unit.
3. Communications, Partnerships and Public Participation Officer, ICCS-
4. Modeller, IKMP
5. Operational Hydrologist, IKMP
6. Hydro meteorological Asset Manager, IKMP

The above mentioned positions include a re announcement of the position of Programme Coordinator, ICBP, and Hydro-meteorological Asset Manager since the Secretariat could not select any candidate for the positions from the prior recruitment round.

The Secretariat would also like to replace the level of the position of Technical Coordination Officer from M-10 to M-12 and result on new position title, Senior Technical Coordination Officer. We have announced this position for three times but could not select any qualified candidate. We have therefore revised the job description in order to make the job more challenging.

We attach the vacancy announcement and the job descriptions of the above-mentioned positions for your kind information and action. The vacancy announcement will soon be advertised in the *The Nation* newspaper. In addition, we will also advertise the vacancies on well known national job listing websites including www.jobsdb.com and www.jobthai.com.

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

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 Phibul Watana Building
Phayathai, Bangkok 10400 Thailand

The closing date for all applications is 31 January 2009. We would appreciate it if you could forward the applications to the MRCS during the first two weeks of February so that the Recruitment Panels in MRCS can proceed with the recruitment in a timely manner.

Thank you for your continued support.

Yours sincerely,



Pham Thi Thanh Hang
Officer-In-Charge
Mekong River Commission Secretariat



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 dynamic professionals to fill the following positions

1. PROGRAMME COORDINATOR

Integrated Capacity Building Programme

Post level: M-13, based in Vientiane, Lao PDR

2. SENIOR TECHNICAL COORDINATION OFFICER

Technical Coordination Unit

Post level: M-12, based in Vientiane, Lao PDR

3. COMMUNICATIONS, PARTNERSHIPS & PUBLIC PARTICIPATION OFFICER

International Cooperation and Communication Section

Post level: M-11, based in Vientiane, Lao PDR

4. MODELLER

Modelling Component, Information and Knowledge Management Programme (IKMP)

Post level: M-11, based in Vientiane, Lao PDR

5. OPERATIONAL HYDROLOGIST

Hydro-meteorological Data Component, IKMP

Post level: M-11, based in Vientiane, Lao PDR

6. HYDRO-METEOROLOGICAL ASSET MANAGER

Hydro-meteorological Data Component, IKMP

Post level: M-10 (re-announcement), based in Vientiane, Lao PDR

The job descriptions 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 JANUARY 2009

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. The post/programme title must be indicated in the application letter. In addition to the cover letter, the applicant should include his/her detailed CV and MRC Personal History form 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) 218 508
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@lnmemekong.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) 211 6165 271 6670
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 6928
E-mail: vnmc_personnel@yahoo.com



Mekong River Commission

P.O. Box 6101, Vientiane, Lao PDR
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 www.mrcmekong.org

JOB DESCRIPTION

Updated: December 2008

Title: Programme Coordinator
Functional Title: Programme Coordinator, Integrated Capacity Building Programme
Division: Human Resources Development Section
Level of post: M-13¹ (Riparian Professional)
Location: MRC Secretariat, Vientiane, Lao PDR
Reporting to: Section Chief, Human Resources Development Section

1. THE MEKONG RIVER COMMISSION AND MRC SECRETARIAT

The Mekong River Commission (MRC) was established by the 1996 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 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 JC and the Council to achieve the MRC's mission.

2. THE HUMAN RESOURCES DEVELOPMENT SECTION (HRDS)

The Section aims to ensure the development of the right skills, competencies, and organizational culture in the MRC to support full implementation of the Strategic Plan. The Section is to provide the Secretariat and Operational Programmes with modern and highly efficient human resources services. The Section is also responsible for interacting effectively on such matters with the National Mekong Committees, riparian national agencies, international agencies and donor communities. HRDS also manages the Integrated Capacity Building Programme (ICBP).

The overall objective of ICBP is to improve the capacity of the MRC to implement its mission and play a leading role in coordinating the development and use of the basin's water resources. There is a strong need to develop the technical, institutional and legal water resources management capacity and expertise at local, national and regional levels. The ICBP is guided by the principle that the level of competence in river basin management among the MRC staff and staff in the riparian governments is to be raised through a systematic, modular training approach.

3. JOB SUMMARY

Under supervision of the Section Chief of HRDS the Programme Coordinator will be responsible for the overall coordination and management of ICDP Programme, including all technical, administrative and financial aspects.

4. KEY TASKS

The incumbent performs the following tasks related to the IMPLEMENTATION OF ICDP AND MONITORING OF OUTCOMES OF ALL CAPACITY BUILDING:

- Leading the ICBP Team at the MRC Secretariat;

- Managing and coordinating all technical, administrative and financial activities to ensure the effective and efficient implementation of the programme in full compliance with all applicable donor funding agreements, the Programme Document and MRCS procedures and standards;
- Preparing progress reports and other routine reports in accordance with MRCS procedures and specific requirements of the programme;
- Managing the Programme's budget and preparing the report to Chief Executive Officer (CEO) and Development Partners;
- Preparation of Term of Reference and budgets for employment of programme staff and consultants, and recruitment of such staff and consultants;
- Coordinating and Mobilising the resource and personnel requirements for the main activities of the ICBP;
- Ensuring high quality implementation of all ICBP Programme components and maintaining close collaboration with all programmes to ensure the integration of ICBP;
- Providing recommendations on capacity building methodologies at regional and national levels;
- Providing ICBP related information to the CEO, the National Mekong Committees, and other related MRCS Programmes;
- Undertaking general advocacy, promotion and dissemination of ICBP activities and its outcome with stakeholders and civil society and support NMC ICBP Coordinators in the same efforts at national level;
- Liaison and exchange information with other ICBP-related regional projects, programmes and initiatives;
- Maintaining regular communication with NMCs, NMCS-ICBP team, and relevant stakeholders;
- Providing an on-the-job training and ongoing coaching to ICBP staff members in regard to their jobs and responsibilities;
- Performing any other duties related to the coordination and management of ICBP implementation;
- Performing other duties as assigned by the Section Chief.

5. SCOPE OF AUTHORITY

- (a) **Supervision requirements:** The incumbent supervises Programme Staff and is responsible for their outputs, on-the-job training and performance appraisal, carried out in line with MRC guidelines.
- (b) **Level of autonomy:** Large decisions are generally recommendatory, unless in line with MRC policy. The incumbent administers the programme budget.
- (c) **Level of problem solving required:** Problem solving can be 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 extensive written documentation is required of the position.

6. COMPETENCE REQUIREMENTS

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

7. POST-SPECIFIC QUALIFICATIONS

- Master degree in relevant field (Institutional Development, Human Resource Development, etc.);
- 15 years experience in human resource development, extensive experience in capacity building, training preferably within the context of natural resources management and planning; Knowledge

and experience in policy and strategy development in the subject of human resources development is essential.

- Proven experience with development project planning, programming, execution, strategy formulation, project preparation and project management work including procurement of services and contracting is an advantage. Experience in project management, including preparation of annual work plans and budgets, and use of a logical framework for reporting, evaluating and monitoring;
- Knowledge and experience in Integrated Water Resources Management (IWRM) is an advantage;
- 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;
- Ability to work and cooperate in an international environment is a necessity;
- Fluency in English both spoken and written is required. Working knowledge of one or more riparian languages is an advantage.

8. SIGNATURES

Chief of HRD Section: _____ (date)

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 1); (ii) Monthly fluctuation and removable Devaluation Allowance (9.67% of basic salary for the month of Sep 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 employees); (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

P.O. Box 6101, Vientiane, Lao PDR
 Telephone: (856-21) 263 263. Facsimile: (856-21) 263 264
 www.mrcmekong.org

JOB DESCRIPTION

Updated: December 2008

Title:	Senior Programme Officer
Functional Title:	Senior Technical Coordination Officer
Division:	Technical Coordination Unit
Level of post:	M-12' (Riparian Professional)
Location:	MRC Secretariat, Vientiane, Lao PDR
Reporting to:	Technical Coordination Advisor

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 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 JC and the Council to achieve the MRC's mission.

2. THE TECHNICAL COORDINATION UNIT

The Technical Coordination Unit (TCU) serves as the Secretariat's focal point for integrated programme development and implementation, and related conceptual programme matters.

MRC activities are built around the concept of Integrated Water Resources Management (IWRM). To this end, MRC has adopted an integrated programme structure composed of the following programmes: Basin Development Plan; Environment; Information and Knowledge Management; Integrated Capacity Building; Water Utilisation; Flood Management and Mitigation; Drought Management; Agriculture, Irrigation and Forestry; Navigation; Hydropower; Fisheries; and Tourism.

MRC's corporate strategy, the MRC Strategic Plan 2006-2010 (SP) calls for a stronger focus on tangible results, in particular vis-à-vis poverty reduction and in facilitating sustainable development. It also makes the point that better integration of the various programmes in MRC and increased harmonization of programme management principles and tools are required.

3. JOB SUMMARY

Under the supervision of the Technical Coordination Advisor the incumbent supports integrated programme development and implementation at the MRC, and related conceptual programme matters.

4. KEY TASKS

The incumbent performs the following tasks:

- Work with MRC programmes and the implementing consultant on the conceptual design, step-wise implementation and operation of an integrated result-based monitoring system;
- Support reviews and evaluation, conducted at programme and MRC levels by drafting and reviewing TOR, providing logistical support to external evaluators, organising and participating in meetings, and by reviewing the draft evaluation reports;

- Work with MRC programmes to ensure consistency and timely production of programme related section of MRC's quarterly progress reports;
- Work with the programmes to ensure their annual work plans are consistent with their programme document and are available within the first quarter of the year. Support the preparation of MRC's annual work programme documents by working with MRC programmes to ensure quality and timeliness of their inputs;
- Support the process for the formulation of the Strategic Plan 2011 – 2015;
- Provide quality assurance to programmes, by reviewing of programme and project documents, subject matter reports, progress reports, abstracts and scientific articles;
- Contribute to programme and project identification and formulation missions by drafting TOR for respective consultancies, compiling background information and discussion papers, organising and participating in meetings and consultations, and reviewing draft reports;
- Collaborate to improve the MRC programme cycle management, support to review and updating of programme cycle manual, design and implementation of respective training activities, design of planning and reporting templates;
- Prepare monthly Programme Management Meetings (PMM), keep minutes;
- Support cross-cutting initiatives and inter-programme cooperation on subject matters, by providing administrative and technical assistance to respective task forces, etc.

5. SCOPE OF AUTHORITY

- (a) **Supervision requirements:** The incumbent does not have any supervisory responsibilities but is responsible for the on-the-job training of MRCS, NMC and line agency staff as requested.
- (b) **Level of autonomy:** Decision-making is largely recommendatory, subject to the final approval of others, unless decision is clearly in line with MRCS policy.
- (c) **Level of problem solving required:** Problem solving is complex and the incumbent must display initiative, and strong analytical skills and creativity.
- (d) **Level and type of communications required:** Communications are wide, both within and outside of the organisation, and a variety of written documentation is required of the position.

6. COMPETENCE REQUIREMENTS

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

7. POST-SPECIFIC QUALIFICATIONS

- Advanced degree in water resources engineering, an environmental discipline or management.
- At least 10 years professional working experience in a related field is required, practical working experience in an international development agency is desirable;
- Excellent communication and coordination skills;
- Computer proficiency and good knowledge of the possibilities and use of electronic information systems are required;
- Very good command of English, both written and spoken. Working knowledge of one more riparian language is desirable.

8. SIGNATURES

Technical Coordination Advisor: _____ (date)

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\$ 29,520.00 (M-12, step I); (ii) Monthly fluctuation and removable Devaluation Allowance (9.67% of basic salary for the month of Sep 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.

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Mekong River Commission

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 Telephone: (856-21) 263 263, Facsimile: (856-21) 263 264
www.mrcmekong.org

JOB DESCRIPTION

Updated: December 2008

Title:	Communication Officer
Functional Title:	Communications, Partnerships and Public Participation Officer
Division:	International Cooperation and Communication Section (ICCS)
Level of post:	M-11 ¹ (Riparian Professional)
Location:	MRC Secretariat, Vientiane, Lao PDR
Reporting to:	Chief of ICCS

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 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.

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2. ROLE OF THE COMMUNICATION UNIT

The Communications Unit's work plan within the International Cooperation and Communications Section sets the following three objectives:

- To increase knowledge of the MRC and its functions among stakeholders and the public;
- To increase public awareness on the social, economic and environmental state of the Basin, and the need for transboundary approaches in planning and development;
- To develop mechanisms for awareness raising in all MRC programmes.

The current expectations of the Communication Unit within the MRC are: responding to media, managing information flows in response to information requests; writing and translation functions; promotional functions including but not limited to media relations; production of print and web-ready materials; NGO relations; drafting of policy related documents for public information; and, maintaining and updating the MRC website.

3. JOB SUMMARY

The purpose of the position is to increase the ability of the MRC to effectively communicate and consult with key stakeholders and partners. In particular, the position will promote awareness raising in the activities of the MRC and publicise the activities of the MRC via the media also acting as a spokes person and public face of the MRC, if required. Emphasis is placed on developing the ability of the MRC Secretariat to communicate in the four main languages of the Member States: Khmer, Lao, Thai and Vietnamese

4. KEY TASKS

The incumbent performs the following tasks under the general supervision of the Chief of ICCS, and with technical advice of International Communications Adviser:

- Assists with preparations and distribution of external communications, and with awareness raising and partnership activities;
- Produces and writes articles, press releases, speeches, newsletters, annual reports, posters, brochures and other similar publications to promote the MRC and its mission;
- Liaises with the media and with information officers in other relevant organisations;
- Assists with publication output of the MRC and supports the Web Administrator in matters of website design and content;
- Works with all Divisions of the MRC to promote awareness raising in Commission activities;
- Works closely with NGOs and other key stakeholders in establishing partnerships;
- Advises on the Secretariat's photographic archive;
- Improves ability of MRC to produce key communications materials in riparian languages;
- Develops a media communication plan;
- Manages and administers the ICCS Communications Unit;
- Provide an on-the-job training and ongoing coaching to Communication Unit staff members in regard to their jobs and responsibilities;
- Undertakes related duties as required by the CEO and Chief of ICCS.

5. SCOPE OF AUTHORITY

- (a) **Supervision requirements:** The incumbent shall supervise staff of Communications Unit and is responsible for their output, training, and performance appraisal to be carried out in line with MRC procedures.
- (b) **Level of autonomy:** Decision-making is in conjunction with communications advisor, and subject to final approval of Section Chief. The position administrates a budget.
- (c) **Level of problem solving required:** Problem solving is complex and the incumbent must display initiative, and strong analytical skills and creativity.
- (d) **Level and type of communications required:** Communications are wide, both within and outside of the organisation. Superior communication skills a must.

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

- Undergraduate degree plus a minimum of five years practical working experience in communications, public relations, social sciences;
- Work experience with international organisations and media relations;
- Proven track record of excellent oral and written communication skills;
- 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;

- Excellent interpersonal and cross-cultural communication skills;
- Good sense of initiative and sound judgment;
- Knowledge of Southeast Asia's social, economic, cultural and political structures is highly desirable;
- Knowledge of natural resources management/environmental awareness is desirable;
- Excellent command of the English language plus one or more of the riparian languages (Khmer Lao, Thai, Vietnamese).

8. SIGNATURES

Chief of ICCS: _____ (date)

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\$ 23,690.00 (M-11, step I); (ii) Monthly fluctuation and removable Devaluation Allowance (9.67% of basic salary for the month of Sep 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.



Mekong River Commission

P.O. Box 6101, 184 Fa Ngoum Road, Unit 18,
Ban Sithane Neua, Sikhottabong District, Vientiane 01000, Lao PDR

JOB DESCRIPTION

Updated: December 2008

Title:	Specialist
Functional Title:	Modeller
Division:	Modelling Team, Information and Knowledge Management Programme, Technical Support Division
Level of post:	M-11 (Riparian Professional)
Location:	MRC Secretariat, Vientiane, Lao PDR.
Reporting to:	Modelling Component Manager

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 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 JC and the Council to achieve the MRC's mission.

2) THE TECHNICAL SUPPORT DIVISION

The Technical Support Division (TSD) with the Information and Knowledge Management Programme (IKMP) is the centre for the repository and analysis of data and tools for information on Mekong River Basin water and related resources and develops reliable and up-to-date databases and information systems. The Division prepares and develops appropriate modelling systems and other decision-support frameworks for the MRC. It is also responsible for encouraging the use of appropriate technologies in planning, co-ordinating and developing the basin's resources. To date, the IKMP has Hydrology Team, GIS and Databases Team, and Modelling Team.

3) JOB SUMMARY

Under the overall supervision of the Division Director, the IKMP Coordinator and the direct supervision of the IKMP Modelling Component Manager, the Modeller provides technical assistance to the MRC Secretariat and National Mekong Committees in the area of water resources modelling.

4) KEY TASKS

The incumbent performs the following tasks:

- Actively participates in the modelling and knowledge base development of the MRC and sharing modelling knowledge with the modelling staff in riparian countries;

- Assists the Modelling Team in all working relationship with NMCs and its line agencies including supervising all DSF applications for Cambodia, Laos, Thailand, and Viet Nam;
- Participates in basin model calibration and verification, and to other model improvement activities;
- Assists in keeping the DSF constantly updated, upgraded and maintained in a proper and transparent manner;
- Runs development and planning scenarios on DSF models, produces technical reports based on modelling output and assists the Modelling Team with routine and ad-hoc technical reports;
- Assists the Modelling Team to master other analytical tools, especially the models in water resources engineering;
- Actively involves in the collection, preparation and checking of data and information, and verification of monitoring mechanisms needed for modelling;
- Assists the Modelling Team in training activities given to the NMC staff and other MRC programmes on modelling technologies, capabilities and applicability etc.;
- Assists the Modelling Team in preparing and organizing events/activities of the Modelling Team;
- Other relevant tasks as assigned.

5) SCOPE OF AUTHORITY

- (a) **Supervision requirements:** The incumbent does not have any supervisory responsibilities but is responsible for the on-the-job training of MRC, NMC and line agency staff as required.
- (b) **Level of autonomy:** Decision making is largely recommendatory, subject to the final approval of others, unless decision is clearly in line with MRC policy.
- (c) **Level of problem solving required:** Problem solving is complex and the incumbent must display initiative and creativity.
- (d) **Level and type of communications required:** Communications are wide, both within and outside of the organisation, and a variety of written documentation is required of the position.

6) COMPETENCE REQUIREMENTS

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

7) POST-SPECIFIC QUALIFICATION

- Advanced degree in Water Resources Engineering and Management, Natural Resources Planning and Management, Hydrology, Mathematics or related disciplines;
- At least 7 years experience in applied hydrology, water resources engineering and management including experience in computer simulation modelling techniques as applied to river systems in the Lower Mekong Basin or similar conditions;
- Substantial and proven experience in computer modelling techniques as applied to river basin simulation/forecasting and impact analysis, both as (desirably) developer and operator of which knowledge and experiences working with DSF are preferable;
- Experience in working in and managing programme/project of a multi-national environment is an asset;
- Fluency in English, both written and spoken, is required. Working knowledge of one more riparian language is an advantage.

8) SIGNATURES

Incumbent: _____ (_____) _____ (date)

Supervisor: _____ (_____) _____ (date)

Brief information on remuneration

The remuneration package, *subject to change*, includes (i) annual net base salary exempt from tax by Lao authorities, starting at US\$ 23,690.00 (M-11, step 1); (ii) Monthly fluctuation and removable Devaluation Allowance (9.67% of basic salary for the month of Sep 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.

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JOB DESCRIPTION

Updated: December 2008

Title:	Programme Officer
Functional Title:	Operational Hydrologist
Division:	Technical Support Division
Level of post:	M-11 ¹ (Riparian Professional)
Location:	Mekong River Commission Secretariat, Vientiane, Lao PDR
Reporting to:	Senior Hydrologist
Expected Duration	3 years

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. The role of the MRC is to co-ordinate and promote co-operation in all fields of sustainable development, utilisation, 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 JC and the Council to achieve the MRC's mission.

2. THE INFORMATION AND KNOWLEDGE MANAGEMENT PROGRAMME

The Information and Knowledge Management Programme (IKMP) is the centre for the repository and analysis of data and tools for information on Mekong River Basin water and related resources and develops reliable and up-to-date databases and information systems. The Programme prepares and develops appropriate modelling systems and other decision-support systems for the MRC. It is also responsible for encouraging the use of appropriate technologies in planning, co-ordinating and developing the basin's resources, and provides a wide variety of technical services, support and assistance to MRC Programmes and projects.

3. JOB SUMMARY

Under the direct supervision of the Senior Hydrologist of IKMP/TSD, the Operational Hydrologist will provide an expertise on hydro-meteorological data/information collection, analysis, management, and dissemination; hydrological project evaluation, database quality assurance/control and updating; hydro-met data/information exchange and sharing; and hydro-met data/water use monitoring to MRCS and national staff.

4. TASKS AND RESPONSIBILITIES

Key tasks:

- To collect, compile and analyse operational hydro-met data for the preparation of half-year hydrological condition reports of the Mekong River Basin;

- To plan and carry out data collection and processing for the preparation of the Mekong Hydrologic Yearbook and for updating of an MRC hydro-meteorological database (archived and operational/near real time data);
- To carry out data quality assurance and control for the hydro-met database;
- To follow-up and report on the status of the hydro-met data and information exchange and sharing in all levels under the framework of MRC;
- To follow-up the hydro-met data collection and exchange for updating the MRC hydro-met data base;
- To monitor hydro-met data and assist in activity related to water use monitoring of the Lower Mekong River Basin under the framework of MRC;
- To assist in the implementation of MRC hydro-met network management;
- To act as a contact point with users and carry out MRC hydro-met data dissemination;
- To carry out necessary training and capacity building to relevant MRC and member country staff;
- To assist in the preparation and implementation of hydrologic and related projects;
- To coordinate and cooperate with other concerned units, components, programmes and agencies for the tasks implementation;
- To undertake any other functions that may be assigned.

5. SCOPE OF AUTHORITY

- (a) **Supervision requirements:** The incumbent does not have any supervisory responsibilities but is responsible for the on-the-job training of MRC, NMC and line agency staff as required.
- (b) **Level of autonomy:** Decision making is largely recommendatory, subject to the final approval of others, unless decision is clearly in line with decisions made by the Project Management.
- (c) **Level of problem solving required:** Problem solving can be 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:** Building trust, managing performance, and judgement/decision-making.

7. POST-SPECIFIC QUALIFICATIONS

Essential:

- Master degree or higher in water resource/ hydrology /civil engineering, preferably with a hydrometeorological database background;
- Eight years of experience in water resources/hydrological data collection/monitoring/analysis, including database, GIS and data management;
- Experience in technical working team supervision, technical reporting and financial reporting;
- Ability to cooperate in a dynamic international environment;
- Respect for diversity in working places;
- Abilities in the preparation of technical training material and the delivery of technical training;
- Good command of written and spoken English language.

Desirable:

- Previous experience in Hydro-meteorology database management, hydrography, meteorology or related fields including modern in-depth knowledge of hydro-meteorological/hydrographic instruments, monitoring procedures and telemetry techniques and equipments;
- Knowledge and experience in hydrological modeling and operational river flow monitoring and forecasting;
- Familiarity with the structure and role of the MRCS and the water resources and data management conditions in the Mekong River Basin.

NOTE: the official language for all written and spoken communications is English.

Incumbent: _____ () _____ (date)

Senior Hydrologist _____ () _____ (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\$ 23,690.00 (M-11, step I); (ii) Monthly fluctuation and removable Devaluation Allowance (9.67% of basic salary for the month of Sep 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.

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

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JOB DESCRIPTION

Updated: December 2008

Title:	Programme Officer
Functional title:	Hydro-meteorological Asset Manager
Division:	Hydrology Team, IKMP, Technical Support Division
Level of post:	M-10 ¹ (Riparian Professional)
Location:	MRC Secretariat, Vientiane, Lao PDR
Reporting to:	Senior Hydrologist
Expected duration	5 years (2009 - 2013)

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. The role of the MRC is to co-ordinate and promote co-operation in all fields of sustainable development, utilisation, 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.

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2. THE INFORMATION AND KNOWLEDGE MANAGEMENT PROGRAMME

The Information and Knowledge Management Programme (IKMP) is the centre for the repository and analysis of data and tools for information on Mekong River Basin water and related resources and develops reliable and up-to-date databases and information systems. The Programme prepares and develops appropriate modeling systems and other decision-support systems for the MRC. It is also responsible for encouraging the use of appropriate technologies in planning, co-ordinating and developing the basin's resources, and provides a wide variety of technical services, support and assistance to MRC Programmes and projects.

3. THE MRC HYDRO-METEOROLOGICAL OBSERVATION NETWORK

The MRC is currently operating a hydro-meteorological observation network in the Mekong River Basin which is composed of existing 17 field hydro-meteorological observation stations plus telemetry data terminals at MRCS and national offices in the four riparian countries (the so called 'Appropriate Hydrological Network Improvement Project or AHNIP'). The telemetry systems are used to support MRC capability for real-time flood forecasting and early warning. In addition, the MRC is also in the process of preparation for the implementation of the Mekong Hydrological Cycle Observing System (Mekong-HYCOS). This project is a major new project of MRC which is aimed at strengthening both the technical and institutional capacity for hydrological and meteorological monitoring in the Mekong Basin. It will be complementary to the AHNIP, and provide real-time data from the Mekong mainstream and its major tributaries. The project will form a regional component of the global WHYCOS programme. In future the AHNIP and Mekong HYCOS will be combined together to be a single MRC network of which the total hydro-meteorological field stations can be about 50 in number.

The hydro-meteorological data and information collected will be shared between the MRC's four member countries of Cambodia, Lao PDR, Thailand and Viet Nam.

4. JOB SUMMARY

Under the direct supervision of the Senior Hydrologist of IKMP/TSD, the MRC Hydro-meteorological Asset Manager will provide expertise on technical supports, operation and maintenance, and monitoring and evaluation on the hydro-meteorological network and equipment matters to MRCS and national staff.

5. TASKS AND RESPONSIBILITIES

The incumbent performs the following tasks:

- Build and update inventory of all existing and new hydro-meteorological stations/equipments and data base of MRCS network including necessary field visits;
- Assist in drafting technical specs for the TOR of hydro-meteorological station equipment, civil work and infrastructures for tendering and contracting with the sub-contractors per country;
- Assist in the installation of equipment, run the field tests and make it operational;
- Monitor and evaluation of performance of the MRC hydro-meteorological network and follow-up the operation and maintenance of the network, including necessary field inspection visits;
- Provide daily monitored data for display at MRC office;
- Assist in processing and analysing the monitored data for the preparation of hydrological condition report;
- Develop an asset management plan to replace equipment as it reaches the end of its service life;
- Operate the hydro-meteorological asset management database;
- Analyse sustainability indicators in regard to asset management;
- Prepare corrective action plans in cases where sustainability indicators indicate an unsustainable trend;
- Assist in data entry in to Hydro-met data base;
- Assist in the preparation of the hydrologic yearbook;
- Manage the spare parts store, inventory, and the distribution of spare parts to the line agencies, including liaison with customs and transport companies;
- Provide technical support on equipment matters to the NMCs and line agencies, especially after the installation phase with lower engagement of the International Experts;
- Coordinate with the International Experts for repair of equipment, including sending it to manufacturers for repair and liaison with customs and transport companies;
- Be an Regional Expert in operation and maintenance of hydro-meteorological data collection equipments and telemetry systems;
- Assist project teams and other training providers, with the delivery of training on hydro-meteorological data collection equipments and telemetry systems;
- Supervise and follow-up of field operation and maintenance activities of the line agencies for data collection and telemetry system, including pay necessary field inspection visits;
- Other relevant tasks as assigned.

6. SCOPE OF AUTHORITY

- (a) **Supervision requirements:** The incumbent does not have any supervisory responsibilities but is responsible for the on-the-job training of MRC, NMC and line agency staff as required.
- (b) **Level of autonomy:** Decision making is largely recommendatory, subject to the final approval of others, unless decision is clearly in line with decisions made by the Project Management.
- (c) **Level of problem solving required:** Problem solving can be 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.

7. COMPETENCE REQUIREMENTS

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

8. POST-SPECIFIC QUALIFICATIONS**Essential:**

- Bachelor degree or higher in water resource/ hydrology /civil engineering, preferably with a hydrometeorological background hydrography, or meteorology or other related scientific fields;
- Thorough knowledge of the organization and operation of international/national hydrological services and technical systems;
- Five years of experience in hydrography, meteorology or related fields including modern in-depth knowledge of hydro-meteorological/hydrographic instruments, monitoring procedures and telemetry techniques and equipments;
- Experience in technical working team supervision, technical reporting and financial reporting;
- Ability to cooperate in a dynamic international environment;
- Abilities in the preparation of Standard Operating Procedures;
- Abilities in the preparation of technical training material and the delivery of technical training;
- Fluency in English, both written and spoken, is required. Working knowledge of one more riparian language is an advantage.

Desirable:

- Previous experience in international water resources monitoring, data management and associated capacity development projects;
- Knowledge and experience in hydrological modeling and operational flood forecasting systems;
- Knowledge of the institutional and technical aspects of the AHNIP, WMO WHYCOS programme, regional HYCOS components and WMO data management procedures;
- Familiarity with the structure and role of the MRCS and the water resources and data management conditions in the Mekong River Basin.

Incumbent: _____ () _____ (date)

Senior Hydrologist _____ () _____ (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\$ 19,065.00 (M-10, step I); (ii) Monthly fluctuation and removable Devaluation Allowance (9.67% of basic salary for the month of December 2008); (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.

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