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กรมทรัพยากรน้ำ

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แขวงสามเสนใน เขตพญาไท

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เรื่อง รับสมัครบุคลากรของแผนงาน Flood Management and Mitigation Programme (FMMP)

① เรียน อธิบดีกรมทรัพยากรน้ำ

สิ่งที่ส่งมาด้วย สำเนาโทรสารสำนักงานเลขาธิการคณะกรรมการแม่น้ำโขง เลขที่ MK-0135/09 ลงวันที่ 9 มีนาคม 2552 พร้อมรายละเอียด Job Description รวมจำนวน 8 หน้า

ด้วย สำนักงานเลขาธิการคณะกรรมการแม่น้ำโขง (Mekong River Commission Secretariat : MRCS) มีความประสงค์จะรับสมัครบุคลากรจากประเทศภาคีสมาชิก ของแผนงาน Flood Management and Mitigation Programme จำนวน 2 ตำแหน่ง คือ

1. Programme Coordinator, FMMP
2. Operational Meteorologist/Forecaster, FMMP

เพื่อปฏิบัติงาน ณ กรุงพนมเปญ ประเทศกัมพูชา โดยผู้สมัครจะต้องมีคุณสมบัติตาม Job description ทั้งนี้ MRCS ได้ประกาศในเว็บไซต์ของ MRC คือ www.mrcmekong.org และเว็บไซต์ของหนังสือพิมพ์ Nation คือ www.jobsdb.com and www.jobthai.com ดังมีรายละเอียดปรากฏตามสิ่งที่ส่งมาด้วย

กรมทรัพยากรน้ำ ในฐานะสำนักเลขาธิการคณะกรรมการแม่น้ำโขงแห่งชาติไทย และเป็นหน่วยงานกลางในการประสานงานภายใต้กรอบความร่วมมือ MRC จึงขอเชิญชวนบุคลากรผู้สนใจและมีคุณสมบัติตรงตาม Job Description ส่งใบสมัครพร้อมประวัติส่วนตัวและรูปถ่าย ไปยังกรมทรัพยากรน้ำ หรือทาง Email address : tmnc@tmcmekong.org หรือ tmnc@dwr.mail.go.th ภายในวันที่ 6 เมษายน 2552 ทั้งนี้เพื่อกรมทรัพยากรน้ำจะได้รวบรวมใบสมัครส่งให้ MRCS พิจารณาต่อไป

จึงเรียนมาเพื่อโปรดพิจารณา

ขอแสดงความนับถือ

(นายธนศ ดาवासวรรณ)

รองอธิบดี ปฏิบัติราชการแทน

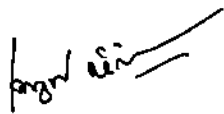
อธิบดีกรมทรัพยากรน้ำ

เรียน คุณวรงค์
อิตสาธิตกรม
17 มี.ค. 52

ททช. 500
17 มี.ค. 52
สำนักประสานความร่วมมือระหว่างประเทศ
โทร. 0 2271 6000 ต่อ 6617 โทรสาร. 0 2271 6165

เรียน ผอ.สำนัก/ผอ.กอง และหัวหน้าหน่วยงาน

เพื่อโปรดเวียนแจ้งให้ข้าราชการในสังกัดที่มีคุณสมบัติตรงตามที่กำหนดได้ทราบโดยทั่วกัน ทั้งนี้ ให้จัดส่งใบสมัครพร้อมประวัติส่วนบุคคลและรูปถ่าย ไปยัง กรมทรัพยากรน้ำ หรือทาง Email address : tumc@dwr.mail.go.th ภายในวันที่ 6 เมษายน 2552 โดยตรงต่อไป จะเป็นพระคุณยิ่ง



(นายไพฑูรย์ หิรัญประดิษฐ์)

อกจ.

18 มี.ค. 52



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

FACSIMILE

REF FAX NO: MK-0135/09

Date: 9 March 2009

To: Facsimile No.: 662-298 6605

Number of page(s): 8

Bangkok, Thailand

วันที่	5/3
วันที่	10 มี.ค. 2552
เวลา	15.35

including this page)

Dear Sir,

Vacancy announcement: Two positions for Flood Management and Mitigation Programme

We would like to refer to the recent recruitment of the position of Programme Coordinator, Flood Management and Mitigation Programme (FMMP). We have received 4 applications in total from the Member States. The Secretariat has completed the recruitment process and unfortunately could not identify any qualified candidate for the position.

We would therefore like to re-announce the post Programme Coordinator, FMMP. In addition to this position, we would like to recruit an Operational Meteorologist/Forecaster for FMMP. 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 Nation newspaper and in well known national job-listing websites including www.jobsdb.com and www.jobthai.com. Due to the limited number of applications received from the recent recruitment, we would be grateful if you could widely and actively distribute these vacancies to the related ministries and line agencies for a larger pool of candidates.

The closing date for all applications is 6 April 2009. We would appreciate it if you could forward the applications to the MRCS before Pimai holidays (14-16 April) so that the Recruitment Panels in MRCS can proceed with the recruitment in a timely manner.

Thank you for your continued support.

Yours sincerely,

Jeremy Bird
Chief Executive Officer
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 Phibul 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 dynamic professionals to fill the following positions:

1. **PROGRAMME COORDINATOR**
Post level: M-13, based in Phnom Penh, Cambodia (re-announcement)
2. **Operational Meteorologist/Forecaster**
Post level: M-11, based in Phnom Penh, Cambodia

These positions are needed for the Flood Management and Mitigation Programme based in Phnom Penh, Cambodia. 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: 6 APRIL 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) 218 506
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.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@yahoo.com



Mekong River Commission

JOB DESCRIPTION

Updated: March 2009

Title:	Programme Coordinator
Functional Title:	Programme Coordinator, FMMP
Division:	Technical Support Division (TSD), Flood Management and Mitigation Programme (FMMP)
Level of post:	M-13¹ (Riparian professional staff)
Location:	Regional Flood Management and Mitigation Centre, Phnom Penh, Cambodia
Reporting to:	Division Director (TSD)

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 Cambodia authorities, starting at US\$ 40,281.00 (M-13, step I); (ii) Monthly fluctuation and removable Devaluation Allowance (7.29% of basic salary for the month of March 2009); (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 Vientiane 01000 Lao PDR
Telephone: (856-21) 263 263 Facsimile: (856-21) 263 264

JOB DESCRIPTION

Update: March 2009

Title:	Specialist
Functional Title:	Operational Meteorologist / Forecaster
Division:	Technical Support Division (TSD) Flood Management and Mitigation Programme (FMMP)
Level of post:	M-11 (Riparian Professional)
Location:	Regional Flood Management and Mitigation Centre (RFMMC), Phnom Penh, Cambodia
Reporting to:	Operations Manager

1. THE MEKONG RIVER COMMISSION (MRC)

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 (FMMP)

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. Mediation of trans-boundary flood-related issues, 4. Flood emergency management, and 5. Land use 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, and will contribute to MRC's overall role in knowledge base development, capacity building and regional cooperation.

The Flood Forecasting, Warning and Dissemination Unit (FWDU) is one of the most important units of the RFMMC. It performs the core technical tasks of the centre requiring highly qualified technical and managerial staff to perform the mandate of the Centre as a "Centre of Excellence". The unit will closely collaborate with other units in a coordinated and effective manner. The unit will consist of various subject experts who will improve operational forecasting, warning and risk assessment tools and others.

3. JOB SUMMARY

The Operational Meteorologist / Forecaster will refer to the Operations Manager and for technical matters to the Technical Adviser (Component 1) of the Regional Flood Management and Mitigation Centre (RFMMC).

The incumbent will work in close collaboration with other specialized staff of flood forecasting team and other managerial and professional staff, CTA, external consultants and other members of the RFMMC. He/she will be part of the flood forecasting team who is jointly responsible for day-to-day river flood forecasting and monitoring, and flash flood guidance activities, which is a core task of the RFMMC. In carrying out this important task he/she should work closely together and on the basis of equality with the relevant staff members.

As the RFMMC is at this moment in the process of building a new state of the art flood forecasting system and flash flood guidance system the incumbent is expected to take part in the system development as well as the operations of the systems.

4. KEY TASKS

The incumbent performs the following tasks:

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

5. SCOPE OF AUTHORITY

- (a) **Supervision requirements:** The incumbent does not have supervisory responsibilities but work in collaboration with the flood forecasting team and other staff of the RFMMC.
- (b) **Level of autonomy:** Decisions are generally recommendatory in nature.
- (c) **Level of problem solving required:** Problem solving is complex and requires the incumbent to display initiative and creativity.
- The incumbent must follow the policy of the MRC.

(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

Higher degree (preferably MSc.) in Meteorology, water resources engineering or similar discipline;

Proven experience of at least 7 years in operational meteorology and hydrology and hands-on working with one of the weather forecasting tools and centre.

Substantial knowledge and experience in developing and implementing river forecasting and modelling in large rivers; warning dissemination to communities and a wide range of users is a prerequisite.

Experience in developing and using forecasting tools / hydrological models in large river basins.

Experience of working in a multi-cultural or international environment.

Knowledge about MRC and its activities and working experience in the MRC member countries will be of additional advantage;

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

Signed: _____ FMMP Coordinator Date: _____

Signed: _____ Incumbent Date: _____

Brief information on remuneration

The remuneration package, *subject to change*, includes (i) annual net basic salary exempt from tax by Cambodia authorities, starting at US\$ 25,111.00 (M-11, step 1); (ii) monthly fluctuation and removable Devaluation Allowance (7.29% of basic salary for the month of July 2009); (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 (shared basis with employee); (v) other entitlements and benefits such as dependency allowance, 30 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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