

ด่วนมาก



กรมประชาสัมพันธ์
รับที่ 23964
วันที่ 12 มิ.ย. 52

09:37ข.

๕๖ กกค.  
700  
22 มิ.ย. 52

ที่ ทส 0606/ 2463

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

18 มิถุนายน 2552

กองการเจ้าหน้าที่
วัน 12 มิ.ย. 2552
รับที่ 23964
หน่วยงานผู้รับผิดชอบเวลา 14.41 น.
<input checked="" type="checkbox"/> กทบ. <input type="checkbox"/> ลอท.
<input type="checkbox"/> สบค. <input type="checkbox"/> สอภ.
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เรื่อง รับสมัครบุคลากรตำแหน่ง Chief of ICCS

① เรียน อธิบดีกรมประชาสัมพันธ์

สิ่งที่ส่งมาด้วย สำเนาโทรสารสำนักงานเลขาธิการคณะกรรมการแม่น้ำโขง เลขที่ MK-0304/09 ลงวันที่ 15 มิถุนายน 2552 พร้อมรายละเอียด Job Description รวมจำนวน 8 หน้า

ด้วย สำนักงานเลขาธิการคณะกรรมการแม่น้ำโขง (Mekong River Commission Secretariat : MRCS) มีความประสงค์จะรับสมัครบุคลากรจากประเทศภาคีสมาชิก ตำแหน่ง หัวหน้าหน่วยประสานความร่วมมือระหว่างประเทศและการสื่อสาร (Chief of International Cooperation and Communication Section : ICCS) รอบที่ 2 เพื่อปฏิบัติงาน ณ MRCS นครหลวงเวียงจันทน์ สาธารณรัฐประชาธิปไตยประชาชนลาว โดยผู้สมัครจะต้องมีคุณสมบัติตาม Job description ดังมีรายละเอียดปรากฏตามสิ่งที่ส่งมาด้วย

กรมทรัพยากรน้ำ ในฐานะสำนักเลขาธิการคณะกรรมการแม่น้ำโขงแห่งชาติไทย และเป็นหน่วยงานกลางในการประสานงานภายใต้กรอบความร่วมมือ MRC จึงขอเชิญชวนบุคลากรผู้สนใจและมีคุณสมบัติตรงตาม Job Description ส่งใบสมัครพร้อมประวัติส่วนบุคคลและรูปถ่ายไปยังกรมทรัพยากรน้ำ หรือทาง Email address : [tnmc@dwr.mail.go.th](mailto:tnmc@dwr.mail.go.th) หรือ [pkhanittha15@gmail.com](mailto:pkhanittha15@gmail.com) ภายในวันที่ 7 กรกฎาคม 2552 ทั้งนี้เพื่อกรมทรัพยากรน้ำจะได้รวบรวมใบสมัครส่งให้ MRCS พิจารณาต่อไป

จึงเรียนมาเพื่อโปรดพิจารณา

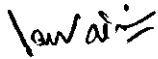
ขอแสดงความนับถือ

(นายสุพจน์ ไควจักษณ์ชัยกุล)  
รองอธิบดี ปฏิบัติราชการแทน  
อธิบดีกรมทรัพยากรน้ำ

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

กทบ 1246  
23 มิ.ย. 52  
เรียน กรมประชาสัมพันธ์  
26 มิ.ย. 52

②เรียน ผอ.สำนัก/ผอ.กอง และหัวหน้าหน่วยงาน  
เพื่อโปรดเวียนแจ้งให้ข้าราชการในสังกัด  
ที่มีคุณสมบัติตรงตามที่กำหนดได้ทราบโดยทั่วกัน  
ทั้งนี้ ให้จัดส่งใบสมัครพร้อมประวัติส่วนบุคคล  
ไปที่ กรมทรัพยากรน้ำ หรือทาง Email address :  
tnmc@dwr.mail.go.th หรือ pkhanittha15@gmail.com  
ภายในวันที่ 7 กรกฎาคม 2552 โดยตรงต่อไป



(นายไพฑูรย์ หิรัญประดิษฐ์)

อกจ.

24 มิ.ย.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- 0304/09

To: Facsimile No.: 662-298 6605

Bangkok, Thailand

Date: 15 June 2009

Number of page(s): 8  
(including this page)

Dear Sir,

Re-announcement: Chief ICCS position

สำนักบริหารความร่วมมือระหว่างประเทศ
วันที่ 15/6/09
วันที่ 16/06/09
เวลา 9.00.4

We would like to thank you for your participation in the first round recruitment of the position of Chief ICCS. The Secretariat has completed the recruitment process for this position and unfortunately could not identify any qualified candidate.

We would therefore like to re-announce the post. We have restructured the job description and consequently revised the criteria for the short-listing. We attach the re-announcement, job description, selection criteria, recruitment process and its time table for your kind information and action. The vacancy announcement will soon be advertised in The Nation newspaper. In order to get a larger pool of candidates, the Secretariat will post the vacancy in well known national job-listing websites including [www.jobsdb.com](http://www.jobsdb.com) and [www.jobthai.com](http://www.jobthai.com) and obtain the applications of potential candidates from head-hunting companies. We would be grateful if you could widely and actively distribute this vacancy to the related ministries and line agencies.

The closing date for all applications is 7 July 2009. We would appreciate it if you could forward the applications to the MRCS during mid-July so that the Recruitment Panel 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 a dynamic professional to fill the following position:

### **Chief of International Cooperation and Communication Section**

*Post level: M-13 (re-announcement)*

Annual base salary exempt from tax by Lao Authorities, in a range starting at US\$ 40,281.00, negotiable depending on the qualifications and working experience, plus other attractive benefits

The Chief of ICCS is responsible for the overall operation of the Section covering the following major work areas: (i) Policy and Strategy Development and Executive Coordination, (ii) MRC Governance Structure, (iii) Donor Coordination, and (iv) Public Relations and Communications.

This position is based at MRC Secretariat in Vientiane, Lao PDR. 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: 7 JULY 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. In addition, 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](mailto: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](mailto: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](mailto: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](mailto:vnmc_personnel@yahoo.com)



# Mekong River Commission

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

## JOB DESCRIPTION

Updated: June 2009

<b>Title:</b>	Section Chief
<b>Functional Title:</b>	Chief of International Cooperation and Communications Section
<b>Division:</b>	International Cooperation and Communication Section (ICCS)
<b>Level of post:</b>	M-13 <sup>1</sup> (negotiable) (Riparian Professional)
<b>Location:</b>	MRC Secretariat, Vientiane, Lao PDR
<b>Reporting to:</b>	The CEO of the MRC Secretariat

### 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 technical and administrative arm of the MRC. It provides technical and administrative services to the JC and the Council to achieve the MRC's mission.

Myanmar and China are Dialogue Partners of the MRC.

### 2. THE INTERNATIONAL COOPERATION AND COMMUNICATION SECTION

ICCS assists the CEO in providing advice on direction and strategies for the organisation. It covers the formulation of the Strategic Plan and advises on its implementation, ICCS covers communications, and liaison with regional initiatives and donor partners. ICCS is charged to meet the demand for improving coordination and cooperation with regional initiatives. ICCS is also responsible for organizing all governance meetings including the Joint Committee, Council and Donor Consultative Group Meetings.

The MRC 1995 Agreement specifies some of the functions of the Secretariat that are under the responsibility of the International Cooperation and Communication Section (ICCS), including preparation of the annual work programme and making preparations for sessions of the Council and Joint Committee. The Rules of Procedures of the Mekong River Commission Secretariat detail these responsibilities for the Secretariat by delegation from the Joint Committee. The Secretariat (ICCS) is tasked to prepare necessary strategies and plans to implement the Agreement, to solicit and negotiate funding and support from the donor community.

ICCS includes the Communications Unit with its obvious connections to basin-wide promotion and international perspectives. ICCS also drives the development of basin-wide guidelines for education/awareness raising of the present and emerging water resources issues.

### 3. JOB SUMMARY

The Chief of ICCS is responsible for the overall operation of the Section. S/he directly supervises the following major work areas: (i) Policy and Strategy Development and Executive Coordination, (ii) MRC Governance Structure, (iii) Donor Coordination, and (iv) Public Relations and Communications.

For each of these work areas, some responsibilities and functions of the Chief have been outlined below.

**(i) Policy and Strategy Development and Executive Coordination**

Promote regional cooperation for sustainable development,  
Comprehend development and changes of the Mekong region,  
Analyse major issues of the region in order to proactively react and advise on the necessary adjustment of MRC activities.

**(ii) MRC Governance Structure**

Promote a basin-wide approach for Member Countries mutual benefits beyond the individual interests of governments,  
Strengthen ownership and maintain effective working relationships with representatives of the MRC Member States governments,  
Administer a more comprehensive implementation of the 1995 Agreement,  
Improve information flows and smooth operational procedures,  
Establish transparent processes for funding prioritization within MRC decision-making.

**(iii) Donor Coordination**

Foster and maintain effective working relationship with representatives of regional organizations, and development partners,  
Establish and implement donor harmonization and coordination tools,  
Promote the value-added service that MRC provide to the basin development process (Knowledge base and instrument for regional dialogue and cooperation in water resource development).

**(iv) Public Relations and Communications**

Foster public and stakeholder involvement and awareness of MRC instrument,  
Establish transparent and relevant processes of engagement and information sharing,  
Raise MRC profile in the Mekong Region,  
Ensure a corporate vision for MRC publications.

**4. KEY TASKS**

The incumbent performs the following tasks:

- Serves as the Secretariat's focal point for interacting with and servicing of the MRC Council and Joint Committee (JC) and subsidiary bodies, prepares statements for the Council/JC meetings, quality-control all documentation and presentations for the meetings and acts as rapporteur at the meetings.
- Serves as the Secretariat's focal point for interacting with the donor community and other funding agencies, co-ordinates all resources mobilization efforts, negotiates funding agreements and undertakes reporting by the Secretariat. Develops policies, tools and processes in this regard and prepares regular Development Partner meetings (Donor Consultative Group Meeting, Informal Donor Meeting)
- Fosters and maintains effective working relationships with representatives of the Secretariat's member governments and with representatives of other national, international, regional organisations and major stakeholders relevant to the organisation and MRC member countries.
- Acts as the focal point for relations with MRC Dialogue Partners, China and Myanmar, prepares annual Dialogue Meetings and acts as rapporteur at these meetings.
- Actively helps pursue the implementation of the Strategic Plan of the Mekong River Commission, by driving and promoting it both internally and externally as regards policy and organizational development aspects.
- Manages communication with stakeholders through media and others means to promote awareness raising in the activities of the MRC including media relations; production of print and web-ready materials; NGO relations; and MRC website.
- Discharges mandatory reporting functions of the Secretariat, namely preparation of the annual MRC Work Programme, the MRC Annual Report, and MRC quarterly reports to the Joint Committee.
- Supports the CEO for the fundraising activities,

- Provides on-the-job training and coaching to the staff members in the section to build on their capacities.
- Performs other related duties, as required by the CEO.

#### 5. SCOPE OF AUTHORITY

- (a) **Supervision requirements:** The incumbent shall supervise staff of ICCS (12 at present) 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 final for planning and management matters pertaining to ICCS, subject to the cursory approval of CEO. On policy and donor relations, the incumbent's role is advisory to the CEO and Senior Management.
- (c) **Level of problem solving required:** Problem solving is complex and the incumbent must display sensitivity, initiative and creativity.
- (d) **Level and type of communications required:** Communications are wide, both within and outside of the organisation, and production of extensive written documentation is required for the position.

#### 6. COMPETENCE REQUIREMENTS

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

#### 7. POST-SPECIFIC QUALIFICATIONS

- Advanced degree in Political or Social Sciences, Economics, Law or related discipline including experience with donor relations and fundraising and substantial exposure to political levels of a multilateral organization.
- At least 12 years of relevant professional experience in an international development-oriented organisation.
- Experience in preparing and conducting international conferences and governance meetings and related editorial and protocol matters
- Knowledge of Southeast Asia's social, economic, cultural and political structures is highly desirable;
- Knowledge of natural resources management/environmental awareness is desirable;
- Familiar with essential aspects of technical co-operation in particular programme development, monitoring, evaluation and quality assurance
- Excellent interpersonal and cross-cultural communication skills, team management skills, process planning skills, coordination skills, and possesses result-oriented character;
- Good sense of initiative and sound political and diplomatic judgment;
- Computer proficiency and good knowledge of the possibilities and use of electronic information systems
- Excellent command of English, both written and spoken. Working knowledge of one or more riparian languages desirable.

#### 8. SIGNATURES

CEO of MRCS: \_\_\_\_\_ (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, in a range starting at US\$ 40,281.00 (M-13, negotiable); (ii) Monthly fluctuation and removable Devaluation Allowance (8.217% of basic salary for the month of June 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 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.



## Annex I

## Selection criteria Recruitment of Chief of ICCS

The criteria for the establishment of the shortlist and final selection are proposed in the tables below:

**Table 1: Criteria for the short-listing – Recruitment of Chief of ICCS**

#	Criteria	Weight
1.	Education as advertised	15
2.	Language Skills	10
3.	Relevant technical experience	50
	Policy and Strategy Development and Executive Coordination	10
	Governance Structure	10
	Donor Coordination	10
	Public Relations and Communications	10
	Natural resources/water management	10
4.	Management experience	20
5.	Presentation of the application (quality cover letter, completeness, etc)	5
	<b>Total</b>	<b>100</b>

**Table 2: Criteria for the final selection – Recruitment of Chief of ICCS**

#	Criteria	Weight
1.	Education as advertised	10
2.	Language Skills / Communication skill (oral and written)	10
3.	Written answers	10
4.	Relevant Experience (including fund raising experience; bilateral and multilateral)	20
5.	Relevant knowledge and responsiveness	10
6.	Presentation skills	10
7.	Strengths as required for key tasks (including managerial skill, coordination skill, negotiation skill, result oriented, neutrality, networking, change management, attitude, appearance)	30
	<b>Total</b>	<b>100</b>

## Annex 2

**Recruitment process**  
**Chief ICCS Position**  
*(second round recruitment)*

The proposed recruitment process includes the following steps:

1. **Announcement of the vacancy:** to be published on MRC website by 16 June 2009 and in four nationwide newspapers, eight job posting websites of the member states, other channels including development organization websites and student alumni which reverts the updated job vacancies to their former students. Further search from headhunting agencies shall also be made for a larger pool of potential candidates. Deadline for submission of applications is 7 July 2009.
2. NMCs to advise MRCS of representative of JC Members by 17 July 2009.
3. **Obtaining applications from NMCs:** by 17 July 2009.
4. **Selection of recruitment specialist:** to provide professional and objective assessments in order to assist the MRCS Recruitment Panel during the recruitment process. This task can be done in parallel with the period of vacancy announcement and completed by 17 July 2009.
5. **Establishment of MRCS recruitment Panel:** the recruitment panel members include four Division Directors and the Officer-in-Charge of ICCS chaired by the ACEO. The recruitment panel shall be provided with secretarial support by the Personnel Officer being the Ex-officio.
6. **Distribution of applications:** shall be made available to the members of the MRCS Recruitment Panel, the recruitment specialist, and the Representatives of the JC Members within 3 working days from the receiving date of applications from NMCs by 22 July 2009.
7. **Establishment of shortlist:** the shortlist will be made by the MRCS Recruitment Panel by 29 July 2009.
8. **Obtaining no-objection from NMCs on the shortlist:** Detailed assessment, scoring per candidate and the recommendation of the shortlist made by the MRCS recruitment panel will be forwarded to the NMCs for no-objection on the shortlist. It is expected that this task will be completed by 5 August 2009.
9. **Written test:** shall be organized for a half of a day prior to the interviews. The answer sheets shall be forwarded to the recruitment panel and JC Representatives.
10. **Interviews:** is proposed on 10-13 August 2009. The interviews shall be arranged into 4 separate sections: i) by the recruitment specialist. A summary report shall be made available to the MRCS Recruitment Panel, the CEO of the MRCS and the Representatives of the JC Members for reference; ii) by the MRCS Recruitment Panel with the observation of the recruitment specialist; iii) by the CEO of MRCS and; iv) by the Representatives of the JC. After the interviews, the CEO will meet with the group of JC Representatives collecting for an overall debriefing.
11. **Finalization of the selection:** will be made by the CEO of the MRCS taking into account: i) all ranked and qualified candidates; ii) recommendations from the MRCS Recruitment Panel; iii) comments received from debriefing with the Representatives of the JC; iv) Results of two Reference Checks from previous employers; and v) Staff Balance of riparian professionals according to Article 33 of the 1995 Mekong Agreement.