

ด่วนมาก

ที่ ทส 0606/ 2. 96.



กรมทรัพยากรน้ำ

180/3 ถนนพระราม 6 ซอย 34
แขวงสามเสนใน เขตพญาไท
กรุงเทพฯ 10400

กรมทรัพยากรน้ำ
รับที่ 5011
วันที่ 4 ก.พ. 2553

15:29 น.

4 ก.พ. 2553

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กองการเจ้าหน้าที่	
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หน่วยงานผู้รับผิดชอบเวลา 09.17 น.	
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เรื่อง รับสมัครงานตำแหน่งต่างๆของ MRCS

① เรียน อธิบดีกรมประชาสัมพันธ์

สิ่งที่ส่งมาด้วย สำเนาโทรสารสำนักงานเลขาธิการคณะกรรมการแม่น้ำโขง เลขที่ MK- 0042/10
ลงวันที่ 26 มกราคม 2553 พร้อมรายละเอียด Job Description รวมจำนวน 21 หน้า

ด้วย สำนักงานเลขาธิการคณะกรรมการแม่น้ำโขง (Mekong River Commission Secretariat : MRCS) มีความประสงค์จะรับสมัครงานตำแหน่งๆ คือ

1. Mekong – IWRM Project Coordinator
2. Senior Aquatic Ecology Specialist
3. Remote Sensing Specialist
4. Planning, Monitoring & Communication Programme Officer
5. IWRM Capacity Building Programme Officer
6. Human Resources Development Officer

เพื่อปฏิบัติงาน ณ MRCS นครหลวงเวียงจันทน์ สาธารณรัฐประชาธิปไตยประชาชนลาว และประเทศกัมพูชาในตำแหน่ง Remote Sensing Specialist โดยผู้สมัครจะต้องมีคุณสมบัติตาม Job description ดังมีรายละเอียดปรากฏในสิ่งที่ส่งมาด้วย

กรมทรัพยากรน้ำ ในฐานะสำนักเลขาธิการคณะกรรมการแม่น้ำโขงแห่งชาติไทย และเป็นหน่วยงานกลางในการประสานงานภายใต้กรอบความร่วมมือ MRC จึงขอเชิญชวนเจ้าหน้าที่ผู้สนใจ และมีคุณสมบัติตรงตาม Job Description ซึ่งสามารถดูรายละเอียดเพิ่มเติมจาก www.mrcmekong.org (MRC Personal History Form) และส่งใบสมัครพร้อมประวัติส่วนบุคคลและรูปถ่าย มายังกรมทรัพยากรน้ำ หรือทาง Email address : tmrc@dwr.mail.go.th และ pkhanitha15@gmail.com ภายในวันที่ 22 กุมภาพันธ์ 2553 ทั้งนี้เพื่อ กรมทรัพยากรน้ำจะได้ประสานงานให้ MRCS พิจารณาดำเนินการต่อไป

จึงเรียนมาเพื่อ โปรดพิจารณา

ขอแสดงความนับถือ

oil

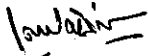
(นางสุดี ปิยะพันธุ์พงศ์)

รองอธิบดี ปฏิบัติราชการแทน
อธิบดีกรมทรัพยากรน้ำ

สำนักประสานความร่วมมือระหว่างประเทศ

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

เรียน ผอ.สำนัก, ผอ.กอง และหัวหน้าหน่วยงาน
เพื่อโปรดทราบและกรุณาแจ้งให้เจ้าหน้าที่
ในสังกัด ได้ทราบโดยทั่วกันด้วย จะเป็นพระคุณยิ่ง


(นายไพฑูรย์ นิลประคิม)
อกจ.
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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- 0042/10

To: Facsimile No.: 662-298 6605

Bangkok, Thailand

Date: 26 January 2010

Number of page(s): 21

(including this page)

วันที่ 26 มกราคม 2553
รับที่ 185
วันที่ 27 มกราคม 2553
เวลา 10.30

Dear Sir

Subject: Vacancy announcement for six Riparian Professional positions

We would like to refer to the two recent vacancy announcements for the position of Mekong-IWRM Project Coordinator and Senior Aquatic Ecology Specialist. Although the Secretariat completed the recruitment process, unfortunately it was impossible to recruit a suitable candidate for either position.

For the position of Integrated Water Resource Management (IWRM) Capacity Building Programme Officer, the Secretariat has upgraded the level of the position to level M-11 in order to attract more qualified candidates since no candidate proved suitably qualified for a shortlist during the first round recruitment.

Together with the re-announcement of these three positions, we would like to advertise additional three positions. Therefore the vacancy announcement will cover the following six posts:

- Mekong-IWRM Project Coordinator
- Senior Aquatic Ecology Specialist
- Remote Sensing Specialist
- Planning, Monitoring & Communication Programme Officer
- IWRM Capacity Building Programme Officer
- Human Resource Development Officer

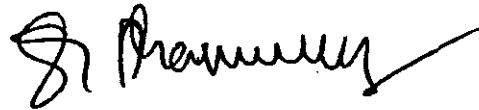
The vacancy announcements will soon be advertised in The Nation newspaper. In order to get a larger pool of candidates, the Secretariat will post the vacancies on well-known national job-listing websites including www.jobsdb.com and www.jobthai.com, and obtain the applications of potential candidates from head-hunting companies. We would be grateful if you could distribute these vacancies to the related ministries and line agencies widely and actively.

Permanent Secretary
Ministry of Natural Resources and Environment
Vice-Chairman of Thai National Mekong Committee
Member of the MRC Joint Committee for Thailand
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 22 February 2010. We would appreciate it if you could forward the applications to the MRCS by the end of February 2010 so that the Recruitment Panels at MRCS can proceed with the recruitment in a timely manner.

Thank you for your continued support.

Yours sincerely



Sourasay Phoumavong
Officer-in-Charge
MRC Secretariat

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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 Secretariat is looking for dynamic professionals to fill the following positions:

1. **Mekong-IWRM Project Coordinator**
Mekong-Integrated Water Resources Management Project
Post level: M-13 (re-announcement)
2. **Senior Aquatic Ecology Specialist**
Environment Programme
Post level: M-12 (re-announcement)
3. **Remote Sensing Specialist**
Information and Knowledge Management Programme
Post level: M-11
4. **Planning, Monitoring & Communication Programme Officer**
Integrated Capacity Building Programme
Post level: M-11
5. **Integrated Water Resources Management (IWRM) Capacity Building Programme Officer**
Integrated Capacity Building Programme
Post level: M-11
6. **Human Resource Development Programme Officer**
Integrated Capacity Building Programme
Post level: M-10

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: 22 FEBRUARY 2010

Only nationals of Cambodia, Lao PDR, Thailand and Viet Nam are eligible to apply. The application should include a cover letter outlining clearly how the candidate meets the requirements of the position. The post 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@gmail.com



Mekong River Commission

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

JOB DESCRIPTION

Updated: January 2010

Title:	Project Coordinator
Functional Title:	Mekong-Integrated Water Resources Management Project Coordinator
Division:	Planning Division
Level of post:	M-13 (Riparian Professional Staff) ¹
Duration:	One year contract renewable
Location:	MRC Secretariat in Vientiane, Lao PDR
Reporting to:	Director, Planning Division, MRCS

1. THE MEKONG RIVER COMMISSION AND MRC SECRETARIAT

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

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

2. THE PLANNING DIVISION

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

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

3. JOB SUMMARY

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

4. KEY TASKS

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

Overall management and coordination of the Mekong-IWRM Project

- Manage and coordinate all technical, administrative and financial activities to ensure the effective and efficient implementation of the project to achieve its objectives and in full

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compliance with all applicable donor funding agreements, the project document and MRCS procedures and standards;

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

Implementation of the regional component

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

5. SCOPE OF AUTHORITY

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

6. COMPETENCE REQUIREMENTS

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

7. POST-SPECIFIC QUALIFICATIONS

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

8. SIGNATURES

Supervisor: _____ (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\$ 41,801.00 (M-13, step 1) to US\$ 68,972.00 (M-13, step 14); (ii) MRC's contribution to staff member's Provident Fund of 14% of basic salary upon completion of 3 years in service; (iii) Contribution of MRC to Health and Accident insurances (on shared basis with employee); (iv) other entitlements and benefits such as dependency allowance, 6 weeks' annual vacation; sick leave, maternity leave etc.

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

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

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



Mekong River Commission

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 E-mail: mrc@mrcmekong.org Website: www.mrcmekong.org

JOB DESCRIPTION

Updated: January 2010

Functional Title:	Senior Programme Officer
Title:	Senior Aquatic Ecology Specialist
Division:	Environment Division
Level:	M-12 (Riparian Professional) ¹
Contract type:	Fixed-term appointment
Duration:	One-year contract renewable
Location:	MRC Secretariat, Vientiane, Lao PDR
Reporting to:	Programme Coordinator, Environment Programme

1. THE MEKONG RIVER COMMISSION AND MRC SECRETARIAT

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

The MRC Secretariat is the 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 ENVIRONMENT DIVISION

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

3. JOB SUMMARY

Under overall supervision of the Division Director the Environment Programme, direct supervision of Programme coordinator and advised by Chief Technical advisor, the incumbent is responsible for planning, implementation and monitoring of activities related to aquatic ecosystems, aquatic biology, aquatic biological monitoring and biodiversity conservation activities including but not limited to the management and administration of the MRC Environment Programme.

4. KEY TASKS

The incumbent performs the following tasks:

- Provides leadership and technical advice on aquatic ecosystems and biodiversity issues, especially in the areas of aquatic biology, aquatic biological monitoring, biodiversity conservation, ecosystem services and related issues of the Environment Programme;

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- Provides technical inputs to aquatic ecosystems and biodiversity issues, especially in the areas of aquatic biology, aquatic biological monitoring, biodiversity conservation and ecosystem services (preparation of TOR , workshops, proposals, plans, reports, training courses etc);
- Initiates and manages connections with organizations and projects involved with aquatic ecosystems issues, especially in the areas of aquatic biology, aquatic biological monitoring, biodiversity conservation, ecosystem services and related issues relevant to the MRC;
- Assess the technical quality of outputs related to aquatic ecosystems issues, especially in the areas of aquatic biology, aquatic biological monitoring and biodiversity, ecosystem services and suggest and undertake revisions as appropriate;
- Prepare progress and technical reports with regard to the aquatic ecosystems and biodiversity issues, especially in the areas of aquatic biology, aquatic biological monitoring, biodiversity conservation activities, ecosystem services and other routine reports requested by the supervisor; and
- Performs other duties as assigned by the supervisor.

5. ACHIEVEMENT EXPECTATIONS

To effectively serve and meet the requirements of technical and administrative inputs to aquatic ecosystem and biodiversity issues and aquatic biology, aquatic biomonitoring activities under the Environment Division, MRCS.

6. SCOPE OF AUTHORITY

- (a) **Supervision requirements:** The incumbent has no supervision mandate to the staff of the Environment Division, but is responsible for his/her outputs to be carried out in line with the Environment Division's requirements.
- (b) **Level of autonomy:** Has no decisions making, but mainly provides technical support to his/her respective activities under the Environment Programme.
- (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.

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

- MSc/MA or higher in aquatic science, biological science or natural science with a focus on ecology and biodiversity issues, especially in the areas of aquatic biology, biological monitoring of aquatic systems and biodiversity conservation or other related fields.
- At least 12 years relevant experience on aquatic ecosystems issue, especially in the areas of aquatic biology, biological monitoring of aquatic systems and biodiversity conservation related to aquatic ecosystems.
- Experience with and good knowledge of the Mekong riparian countries and the Mekong River Basin with a proven experience of working in an international environment.
- Knowledge/experience within development project planning, programming, execution, strategy formulation, project preparation and project management work including procurement of services and contracting. Experience in project management, including preparation of annual

work plans and budgets, and use of a logical framework for reporting, evaluating and monitoring.

- Experience working with government institutions and/or regional organizations in MRC member countries with a focus on institutional strengthening and capacity building activities.
- Experience in biological monitoring, aquatic ecology management and biodiversity conservation, Environmental Flows management and impacts of climate change on aquatic ecosystems for river basins is an advantage.
- Ability to work and co-operate in a multicultural and international environment.
- Proficiency in written and spoken English. Working knowledge of one or more riparian languages is desirable.

9. SIGNATURES

The incumbent: _____ (date)

Programme Coordinator: _____ (date)

Brief Information on remuneration

The remuneration package, *subject to change*, includes (i) annual net base salary exempt from tax by Laos authorities, starting at US\$ 32,472.00 (M-12, step I) to US\$ 53,548.00 (M-12 step 14); (ii) MRC's contribution to staff member's Provident Fund of 14% of basic salary upon completion of 3 years in service; (iii) Contribution of MRC to Health and Accident insurances (on shared basis with employee); (iv) other entitlements and benefits such as dependency allowance, 6 weeks' annual vacation; sick leave, maternity leave etc.

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

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

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 E-mail: mrcs@mrcmekong.org Website: www.mrcmekong.org

JOB DESCRIPTION

Updated: January 2010

Title:	Programme Officer
Functional Title:	Remote Sensing Specialist
Division:	Technical Support Division/ the Information and Knowledge Management Programme - IKMP
Level of post:	M-11 (Riparian Professional)
Contract type:	Fixed-term appointment
Duration:	One-year contract renewable
Location:	MRC Secretariat, Vientiane, Lao PDR with relocation to Phnom Penh, Cambodia in November 2010
Reporting to:	Database/GIS Team Leader - IKMP

1. THE MEKONG RIVER COMMISSION AND MRC SECRETARIAT

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

The MRC Secretariat is the 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 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 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 support and assistance to MRC Programmes and projects.

3. 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.

4. JOB SUMMARY

Under the overall supervision of the Division Director, and the direct supervision of the Database/GIS Team Leader, the Remote Sensing Specialist co-ordinates and carries out remote sensing analysis and mapping for MRC programmes and projects, and provides other technical support and assistance to them in these areas.

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The IKMP data and Information needs assessment from 2009 prioritize the following key areas where information has to be generated: Elevation data (Digital Elevation Model / Digital Terrain Model), Land Cover and Wetland mapping, Flood extend, depth and duration, Climate change, Primary production, Soil distribution, Base Images.

Drought Management, Sediment monitoring, Geo morphological change assessment and visualization are also important areas.

Remote sensing and image processing will be an important part of the analysis, as well as mapping. It is expected that a strong cooperation is needed with remote sensing institutions in the riparian countries.

5. KEY TASKS

The incumbent performs the following tasks:

1. Co-ordinate, support and carry out the analysis of remote-sensed data for MRC projects / programmes in some of the above mentioned key areas.
2. Assist IKMP GIS specialists in creating maps from remote sensing analysis.
3. Coordinate and cooperate with remote sensing institutions and specialists.
4. Contribute to acquisition, development and maintenance of applications for remote sensing.
5. Carry out and coordinate maintenance and quality control of Geospatial datasets with metadata.
6. Provide capacity building services related to activities under the component 3 including GIS, RS, GPS, cartography and visualization of map design.
7. Perform any other relevant tasks as assigned by the supervisors.

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 detailed in key tasks above.
- (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 a high level of 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

- An advanced degree in remote sensing with at least seven years of experience in remote sensing and GIS applications is required.
- Experience in using remote sensing in one or more of the above mentioned key areas.
- Knowledge about project management.
- Knowledge about geospatial databases management and cartography.
- Working familiarity within the Mekong region.
- Fluency in English, both written and spoken. Working knowledge of more than one riparian language is desirable.

The incumbent: _____ (date)

Database/GIS Team Leader: _____ (date)

Brief information on remuneration

The remuneration package, *subject to change*, includes (i) annual net base salary exempt from tax by Laos authorities, starting at US\$ 26,059.00 (M-11, step 1) to US\$ 42,986.00 (M-11 step 14); (ii) MRC's contribution to staff member's Provident Fund of 14% of basic salary upon completion of 3 years in service; (iii) Contribution of MRC to Health and Accident insurances (on shared basis with employee); (iv) other entitlements and benefits such as dependency allowance, 6 weeks' annual vacation; sick leave, maternity leave etc.

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

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

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



Mekong River Commission

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 E-mail: mrc@mrcmekong.org Website: www.mrcmekong.org

JOB DESCRIPTION

Updated: January 2010

Title:	Programme Officer
Functional Title:	Planning, Monitoring and Communication Programme Officer
Programme/Section:	Integrated Capacity Building Programme, Human Resources Development Section
Level:	M-11 (Riparian professional) ¹
Contract type:	Fixed-term appointment
Duration:	One-year contract renewable
Location:	MRC Secretariat, Vientiane, Lao PDR
Reporting to:	Programme Coordinator, ICBP

1. THE MEKONG RIVER COMMISSION AND MRC SECRETARIAT

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

The MRC Secretariat is the 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 SECTION (HRS)

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. HRS includes the Integrated Capacity Building Programme. The Section is to provide the Secretariat and operational programmes with modern and highly efficient personnel support. The Section is also responsible for interacting effectively on such matters with the National Mekong Committees (NMCs), riparian national agencies, international agencies and donor communities.

3. INTEGRATED CAPACITY BUILDING PROGRAMME (ICBP)

To ensure the effective and sustainable development of the water and environmental resources in the Lower Mekong region according to the shared concepts of integrated water resources management, it is vital to develop the capacity of the MRC organisations and their staff. Capacity development and the development of a capacity building unit which will integrate all capacity building of the MRC is a long term process which will extend past the duration of the 2009 - 2013 programme. The goal of the ICBP programme is to significantly increase the effectiveness of the MRC, National Mekong Committees (NMCs) and prioritised national agencies in ensuring the sustainable development of the Mekong and related resources. The objective of the programme is that the "MRC, NMCs and prioritised national agencies demonstrate an increased level of capacity to contribute to MRC objectives¹".

The ICBP team is made up of the ICBP Coordinator, the Chief Technical Advisor, five Programme Officers (POs) and the support staff working at the MRCS offices in Vientiane and Phnom Penh and the national ICBP Coordinators in each of the NMCSs. The Planning, Monitoring and Communication PO will work closely with other team members.

¹ Objectives refer to the MRC objectives as set out in the Agreement on the cooperation for the sustainable development of the Mekong River Basin from April, 1995 and in subsequent Strategic Plans

4. JOB SUMMARY

Under supervision of the Programme Coordinator, the ICBP Planning, Monitoring and Communication Programme Officer will be responsible for coordinating all capacity building planning at MRC, leading the monitoring of all capacity building activities and acting as the focal point for communication of capacity building related materials and information as set out within the programme implementation plan.

5. KEY TASKS

The incumbent performs the following tasks:

- Acts as the focal point for all planning, monitoring and communication related to the implementation of the ICB programme;
- Develops an annual planning and reporting system to coordinate all capacity building activities at the MRCS and at NMCs;
- Coordinates the implementation of the competency framework for the MRC;
- Takes a lead role in the design and maintenance of the information management tools to support the coordination and monitoring of MRC capacity building (including the training database);
- Provides advice and guidance to the programmes and NMCs on the monitoring and evaluation of outputs and outcomes from capacity building activities and collates the M&E results;
- Works in collaboration with the programmes to ensure that a common system of quality assurance is applied to all capacity building activities;
- Establishes and maintains an electronic and physical repository for all MRC and IWRM related capacity building materials (in close collaboration with IKMP);
- Ensures the updating of the ICBP components to the Intranet, Website and other electronic platforms and tools including the links to the NMC websites;
- Coordinates the development of periodic ICBP newsletters;
- Contributes to the development and maintenance of the appropriate electronic platforms to support a regional network of IWRM related education and training institutions;
- Coordinates the documentation of lessons learned from the capacity building activities and the implementation of the ICBP monitoring and evaluation and contribute to the links between the ICBP M&E and the MRC performance management system;
- Provides support to the development and operation of the core training modules for new staff at MRCS;
- Works closely with other component programme officers and NMCs to facilitate implementation of the ICBP;
- In collaboration with responsible units, advertises TOR, selects and monitors contracts with service providers;
- Contributes to overall programme communication, and monitoring and evaluation as related to his/her portfolio of activities;
- Manages responsible budget lines in accordance with donors, MRCS and FAS requirements;
- Prepares work plans, reports and other relevant documentation to contribute to the overall ICBP implementation;
- Takes part in meetings, workshops and training as appropriate and agreed with supervisors; and
- Performs related tasks as requested by supervisor.

6. SCOPE OF AUTHORITY

- a) **Supervision requirements:** The incumbent does not have any supervisory responsibilities.
- b) **Level of autonomy:** Decision-making is subject to consultation with Section Chief (ICBP Programme Coordinator).
- c) **Level of problem solving required:** Problem solving can be complex and the incumbent must display sensitivity, initiative and creativity.

- d) **Level and type of communications required:** Communications are wide, both within and outside of the organisation, and a routine written documentation is required of the position.

7. COMPETENCE REQUIREMENTS

Core Values: Integrity, professionalism and respect for diversity.

Core Competencies: Communication, teamwork, planning and organising, accountability, creativity, client orientation, commitment to continuous learning, and technological awareness.

Managerial Competencies: Vision, leadership, empowering others, building trust, financial management, coordination, performance management and judgement/decision-making.

8. POST-SPECIFIC QUALIFICATIONS

- Master's Degree in Development Management, Communications, Capacity Building/Adult Education, International Development, MBA, or related fields;
- At least 8 years working experience in the development sector and, in particular, experience in programme planning, monitoring and evaluation, communication, training and mentoring;
- Strong IT skills including website development and database management;
- Experience in development project planning, budget management and reporting; and
- Fluency in English both written and spoken is required.

9. DESIRED POST-SPECIFIC QUALIFICATIONS

- Extensive experience in monitoring and communication;
- Ability to work comfortably with senior officials, consultants and experts; and
- Strong coordination skills.

10. SIGNATURES

The incumbent: _____ (date)

Programme Coordinator: _____ (date)

Brief information on remuneration

The remuneration package, *subject to change*, includes (i) annual net base salary exempt from tax by Laos authorities, starting at US\$ 26,059.00 (M-11, step 1) to US\$ 42,986.00 (M-11 step 14); (ii) MRC's contribution to staff member's Provident Fund of 14% of basic salary upon completion of 3 years in service; (iii) Contribution of MRC to Health and Accident insurances (on shared basis with employee); (iv) other entitlements and benefits such as dependency allowance, 6 weeks' annual vacation; sick leave, maternity leave etc.

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

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

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JOB DESCRIPTION

Updated: January 2010

Title:	Programme Officer
Functional Title:	Integrated Water Resources Management (IWRM) Capacity Building Programme Officer
Programme/Section:	Integrated Capacity Building Programme, Human Resources Development Section
Level:	M-11 (Riparian professional) ¹
Contract type:	Fixed-term appointment
Duration:	One-year contract renewable
Location:	MRC Secretariat, Vientiane, Lao PDR
Reporting to:	Programme Coordinator, ICBP

1. THE MEKONG RIVER COMMISSION AND MRC SECRETARIAT

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

The MRC Secretariat is the 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 SECTION (HRS)

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. HRS includes the Integrated Capacity Building Programme. The Section is to provide the Secretariat and operational programmes with modern and highly efficient personnel support. The Section is also responsible for interacting effectively on such matters with the National Mekong Committees (NMCs), riparian national agencies, international agencies and donor communities.

3. INTEGRATED CAPACITY BUILDING PROGRAMME (ICBP)

To ensure the effective and sustainable development of the water and environmental resources in the Lower Mekong region according to the shared concepts of integrated water resources management, it is vital to develop the capacity of the MRC organisations and their staff. Capacity development and the development of a capacity building unit which will integrate all capacity building of the MRC is a long term process which will extend past the duration of the 2009 - 2013 programme. The goal of the ICBP programme is to significantly increase the effectiveness of the MRC, National Mekong Committees (NMCs) and prioritised national agencies in ensuring the sustainable development of the Mekong and related resources. The objective of the programme is that the "MRC, NMCs and prioritised national agencies demonstrate an increased level of capacity to contribute to MRC objectives"¹.

The ICBP team is made up of the ICBP Coordinator, the Chief Technical Advisor, five Programme Officers (POs) and the support staff working at the MRCS offices in Vientiane and Phnom Penh and the

¹ Objectives refer to the MRC objectives as set out in the Agreement on the cooperation for the sustainable development of the Mekong River Basin from April, 1995 and in subsequent Strategic Plans

national ICBP Coordinators in each of the NMCSs. The IWRM Capacity Building PO will work closely with other team members.

4. JOB SUMMARY

Under the supervision of the Programme Coordinator, the IWRM Capacity Building Programme Officer will be responsible for IWRM related capacity building activities under the ICB programme.

5. KEY TASKS

The incumbent performs the following tasks:

- Acts as the focal point for IWRM capacity building related activities under the ICB programme;
- Collaborates with the MRCS programmes and the NMCs to identify the priority needs for IWRM related capacity building;
- Collaborates with other programmes and NMCSs, in the design of capacity building approaches appropriate for addressing the priority needs;
- Contributes to the development of IWRM related capacity building materials and processes;
- Manages the Murray-Darling Basin Commission in Australia (MDBA) Strategic Liaison Partnership activities;
- Acts as a co-trainer and or facilitator of IWRM related training and workshops;
- Provides back-stopping support to networks of IWRM trainers at the national level;
- Facilitates the establishment of communities of practice and learning networks to support IWRM related capacity building;
- Contributes to the development and maintenance of a regional network of IWRM related education and training institutions;
- Advises programmes and NMCSs of capacity building methodologies and processes;
- Works closely with NMCs to facilitate implementation of the ICBP;
- Moderates and monitors networks and mentoring groups;
- Provides input to the orientation for new staff of the MRCS;
- Arranges IWRM related seminars and informal discussion groups at the MRCS;
- Contributes to the documentation of lessons learned from IWRM related capacity building processes;
- Together with the responsible units, advertises TOR, selects and monitors contracts with service providers;
- Contributes to overall programme communication, and monitoring and evaluation as related to his/her portfolio of activities;
- Manages responsible budget lines in accordance with donors, MRCS and FAS requirements;
- Prepares work plans, reports and other relevant documentation to contribute to the overall ICBP implementation;
- Takes part in meetings, workshops and training as appropriate and agreed with supervisors;
- Performs related tasks as requested by the supervisor.

6. SCOPE OF AUTHORITY

- a) **Supervision requirements:** The incumbent does not have any supervisory responsibilities.
- b) **Level of autonomy:** Decision-making is subject to consultation with Section Chief (ICBP Programme Coordinator).
- c) **Level of problem solving required:** Problem solving can be complex and the incumbent must display sensitivity, initiative and creativity.

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- d) **Level and type of communications required:** Communications are wide, both within and outside of the organisation, and a routine written documentation is required of the position.

7. COMPETENCE REQUIREMENTS

Core Values: Integrity, professionalism and respect for diversity.

Core Competencies: Communication, teamwork, planning and organising, accountability, creativity, client orientation, commitment to continuous learning, and technological awareness.

Managerial Competencies: Vision, leadership, empowering others, building trust, financial management, coordination, performance management and judgement/decision-making.

8. POST-SPECIFIC QUALIFICATIONS

- Master's Degree in Integrated Water Resources Management, Environmental/Natural Resources Management or related fields;
- At least 8 years working experience in working in the development sector and, in particular in capacity building/training in the natural resources sector;
- Experience in development project planning, budget management and reporting; and
- Fluency in English both written and spoken is required.

9. DESIRED POST-SPECIFIC QUALIFICATIONS

- Strong understanding of organisational systems operations and development;
- Extensive training experience, especially in multi-cultural settings;
- Ability to work comfortably with senior officials, consultants and experts;
- Experience in the network of organisations/institutions/government contacts.

10. SIGNATURES

The incumbent: _____ (date)

Programme Coordinator: _____ (date)

Brief information on remuneration

The remuneration package, *subject to change*, includes (i) annual net base salary exempt from tax by Laos authorities, starting at US\$ 26,059.00 (M-11, step I) to US\$ 42,986.00 (M-11 step 14); (ii) MRC's contribution to staff member's Provident Fund of 14% of basic salary upon completion of 3 years in service; (iii) Contribution of MRC to Health and Accident insurances (on shared basis with employee); (iv) other entitlements and benefits such as dependency allowance, 6 weeks' annual vacation; sick leave, maternity leave etc.

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JOB DESCRIPTION

Updated: January 2010

Title:	Programme Officer
Functional Title:	Human Resource Development Programme Officer
Programme/Section:	Integrated Capacity Building Programme, Human Resources Development Section
Level:	M-10 (Riparian professional) ¹
Contract type:	Fixed-term appointment
Duration:	One-year contract renewable
Location:	MRC Secretariat, Vientiane, Lao PDR
Reporting to:	Programme Coordinator, ICBP

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."

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2. THE HUMAN RESOURCES SECTION (HRS)

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. HRS includes the Integrated Capacity Building Programme. The Section is to provide the Secretariat and operational programmes with modern and highly efficient personnel support. The Section is also responsible for interacting effectively on such matters with the National Mekong Committees (NMCs), riparian national agencies, international agencies and donor communities.

3. INTEGRATED CAPACITY BUILDING PROGRAMME (ICBP)

To ensure the effective and sustainable development of the water and environmental resources in the Lower Mekong region according to the shared concepts of integrated water resources management, it is vital to develop the capacity of the MRC organisations and their staff. Capacity development and the development of a capacity building unit which will integrate all capacity building of the MRC is a long term process which will extend past the duration of the 2009 - 2013 programme. The goal of the ICBP programme is to significantly increase the effectiveness of the MRC, NMCs and prioritised national agencies in ensuring the sustainable development of the Mekong and related resources. The objective of the programme is that the "MRC, National Mekong Committees (NMCs) and prioritised national agencies demonstrate an increased level of capacity to contribute to MRC objectives¹".

The ICBP team is made up of the ICBP Coordinator, the Chief Technical Advisor, five Programme Officers (POs) and the support staff working at the MRCS offices in Vientiane and Phnom Penh and the national ICBP Coordinators in each of the NMCs. The ICBP-Human Resource Development Officer will work closely with other team members.

¹ Objectives refer to the MRC objectives as set out in the Agreement on the cooperation for the sustainable development of the Mekong River Basin from April, 1995 and in subsequent Strategic Plans

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The Junior Riparian Professional (JRP) Project began in early 2008 under the ICBP with support from the Government of Finland. The overall objective is to improve the integrated river basin management skills of young professionals in order to ensure expertise at regional and national levels, and to ensure that there are sufficient technically qualified staff within the NMCs and line agencies for future work in managing the Mekong Basin.

The MRC Internship Programme operates under the ICBP and the Human Resource Development Section, and offers opportunities for small groups of university students and graduates to acquire hands-on-experience through the work programmes and related work at the MRC Secretariat.

4. JOB SUMMARY

Under supervision of the Programme Coordinator, the Human Resources Development Officer will be responsible for the management of the JRP project, coordination of internship opportunities within MRC and other related capacity building activities under the ICB programme.

5. KEY TASKS

The incumbent performs the following tasks:

- Provides overall management to the Junior Riparian Professional (JRP) project including liaising with NMCs, recruitment of JRPs, procurement of service providers, liaison with programmes to facilitate on-the-job assignments and budget management;
- Provides overall coordination of the internship process at MRCS including development of guidelines, advertising of opportunities, liaison with programmes to facilitate internship opportunities;
- Provides overall coordination to work exchange assignments, research fellowships, etc at MRCS and provide guidance to such processes at NMCs;
- Updates/revises/designs a revised orientation process and facilitate periodic orientation for new staff joining the Secretariat;
- Coordinates the capacity building activities for NMC's and the MRCS under the budget available from OEB;
- Coordinates the development and implementation of the core training modules;
- Works in collaboration with Personnel and programmes to make the orientation modules available to all new staff and to monitor progress/completion;
- Coordinates scholarship related information management process under ICBP;
- Acts as a co-trainer and/or facilitator of training and workshops;
- Cooperates and coordinates with NMCs to facilitate implementation of the ICBP;
- In collaboration with responsible units, advertises TOR, selects and monitors contracts with service providers;
- Contributes to overall programme communication, and monitoring and evaluation as related to his/her portfolio of activities;
- Manages responsible budget lines in accordance with donors, MRCS and FAS requirements;
- Prepares work plans, reports and other relevant documentation to contribute to the overall ICBP implementation;
- Takes part in meetings, workshops and training as appropriate and agreed with supervisors; and
- Performs related tasks as requested by supervisor.

6. SCOPE OF AUTHORITY

- a) **Supervision requirements:** The incumbent does not have any supervisory responsibilities.
- b) **Level of autonomy:** Decision-making is subject to consultation with Section Chief (ICBP Programme Coordinator).

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- c) **Level of problem solving required:** Problem solving can be complex and the incumbent must display sensitivity, initiative and creativity.
- d) **Level and type of communications required:** Communications are wide, both within and outside of the organisation, and a routine written documentation is required of the position.

7. COMPETENCE REQUIREMENTS

Core Values: Integrity, professionalism and respect for diversity.

Core Competencies: Communication, teamwork, planning and organising, accountability, creativity, client orientation, commitment to continuous learning, and technological awareness.

Managerial Competencies: Vision, leadership, empowering others, building trust, financial management, coordination, performance management and judgement/decision-making.

8. POST-SPECIFIC QUALIFICATIONS

- Master's Degree in Capacity Building/Adult Education, Human Resource Management, International Development, Development Management/MBA, or related fields;
- At least 5 years working experience in the development sector and, in particular, experience in capacity building/ training /human resources development;
- Experience in development project planning, budget management and reporting; and
- Fluency in English both written and spoken is required.

9. DESIRED POST-SPECIFIC QUALIFICATIONS

- Extensive training experience, especially in multi-cultural settings;
- Ability to work comfortably with senior officials, consultants and experts; and
- Strong coordination skills.

10. SIGNATURES

The incumbent: _____ (date)

Programme Coordinator: _____ (date)

Brief information on remuneration

The remuneration package, *subject to change*, includes (i) annual net base salary exempt from tax by Laos authorities, starting at US\$ 20,972.00 (M-10, step I) to US\$ 34,580.00 (M-10 step 14); (ii) MRC's contribution to staff member's Provident Fund of 14% of basic salary upon completion of 3 years in service; (iii) Contribution of MRC to Health and Accident insurances (on shared basis with employee); (iv) other entitlements and benefits such as dependency allowance, 6 weeks' annual vacation; sick leave, maternity leave etc.

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

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