



ที่ ทส 0606/ 9.645

กรมประชาสัมพันธ์
รับที่ BA183
วันที่ 23 ส.ค. 53

กรมทรัพยากรน้ำ 15.18 น.

180/3 ถนนพระราม 6 ซอย 34
แขวงสามเสนใน เขตพญาไท
กรุงเทพฯ 10400

ส่ง
กกจ.
อ.ท.
23 ส.ค. 53

18 สิงหาคม 2553

กองบรรณาธิการ	24 ส.ค. 2553 E34183
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เรื่อง รับสมัครงานตำแหน่งต่างๆของ MRCS

① เรียน อธิบดีกรมประชาสัมพันธ์

สิ่งที่ส่งมาด้วย สำเนาโทรสารสำนักงานเลขาธิการคณะกรรมการแม่น้ำโขง เลขที่ MK- OSV0285/10
ลงวันที่ 10 สิงหาคม 2553 พร้อมรายละเอียด Job Description รวมจำนวน 9 หน้า

ด้วย สำนักงานเลขาธิการคณะกรรมการแม่น้ำโขง (Mekong River Commission Secretariat : MRCS) มีความประสงค์จะรับสมัครงานตำแหน่งต่างๆ 2 ตำแหน่ง คือ

1. Performance Management System Specialist ประจำ Office of CEO
2. Social Science Programme Officer ประจำแผนงานสิ่งแวดล้อม

เพื่อปฏิบัติงาน ณ MRCS นครหลวงเวียงจันทน์ สาธารณรัฐประชาธิปไตยประชาชนลาว โดยผู้สมัครจะต้องมีคุณสมบัติตาม Job description ดังมีรายละเอียดปรากฏในสิ่งที่ส่งมาด้วย

กรมทรัพยากรน้ำ ในฐานะสำนักเลขาธิการคณะกรรมการแม่น้ำโขงแห่งชาติไทย และเป็นหน่วยงานกลางในการประสานงานภายใต้กรอบความร่วมมือ MRC จึงขอเชิญชวนเจ้าหน้าที่ผู้สนใจ และมีคุณสมบัติตรงตาม Job Description ซึ่งสามารถรายละเอียดและสามารถ Download MRC Personal History Form ได้จาก www.mrcmekong.org และส่งใบสมัครพร้อมประวัติส่วนบุคคลและรูปถ่ายมายังกรมทรัพยากรน้ำ หรือทาง Email address : tmrc@dwr.mail.go.th และ pkhanitha15@gmail.com ภายในวันที่ 3 กันยายน 2553 ทั้งนี้เพื่อกรมทรัพยากรน้ำจะได้ประสานงานให้ MRCS พิจารณาคำเนินการต่อไป

จึงเรียนมาเพื่อโปรดพิจารณา

ขอแสดงความนับถือ

(นายสุรพล นิลรัตน์)

รองอธิบดีปฏิบัติราชการแทน

อธิบดีกรมทรัพยากรน้ำ

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

อ.วิมลรัตน์
24 ส.ค. 53
กคช. 1587
24 ส.ค. 53

- ๒) เรียน ผอ.สำนัก/ผอ.กอง และหัวหน้าหน่วยงาน
เพื่อโปรดเวียนแจ้งให้ข้าราชการในสังกัดที่
มีคุณสมบัติตรงตามที่กำหนดได้ทราบโดยทั่วกัน
ทั้งนี้ ให้จัดส่งใบสมัครพร้อมประวัติส่วนบุคคลและ
รูปถ่ายไปยัง กรมทรัพยากรน้ำ หรือ ทาง Email
address : tnmc@dwr.mail.go.th ภายในวันที่
3 กันยายน 2553 โดยตรงต่อไป จะเป็นพระคุณยิ่ง



(นายกิตติศักดิ์ หาญกล้า)

อกจ.

25 ส.ค. 53



Mekong River Commission

Office of the Secretariat in Phnom Penh (OSP)
576 National Road, #2, Chak Angre Krom,
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Office of the Secretariat in Vientiane (OSV),
Office of the Chief Executive Officer
184 Phoukhout Road,
P.O. Box 100, Vientiane, Lao PDR
Tel. (856-21) 263 263 Fax: (856-21) 263 264

FACSIMILE

REF FAX NO: MK- OSV0285/10
To: Facsimile No.: 662-298 6605
Bangkok, Thailand

Date: 16 August 2010
Number of page(s): 9
(including this page)

Dear Sir,

Subject: Vacancy announcement for 2 positions

สำนักงานประสานความร่วมมือระหว่างประเทศ
ที่ 1737
วันที่ 16 ส.ค. 2553
เวลา 8.004

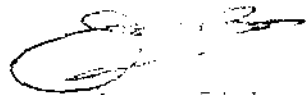
The MRC Secretariat would like to recruit 2 vacant positions Performance Management System Specialist, attached to the Office of CEO and Social Science Programme Officer attached to the Environment Programme. We would therefore like to forward to you the vacancy announcement and the job descriptions for the above-mentioned positions for your kind consideration and action.

The vacancy announcement will soon be advertised in The Nation newspaper. In order to access a larger pool of candidates, the Secretariat will post the vacancy announcement on well-known national job-listing websites including www.jobsdb.com and www.jobthai.com. We would be grateful if you could widely and actively distribute this vacancy to relevant ministries and line agencies.

The closing date for all applications is 3 September 2010. We would appreciate it if you could forward the applications to the MRCS by 17 September 2010 so that the recruitment can be processed according to its timeline.

Thank you for your continued support.

Yours faithfully


Jeny Ward
Chief Executive Officer
MRC Secretariat

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

สุวิทย์ วัฒนศิริ
วิมลมาศ วัฒนศิริ
16 ส.ค. 53
(นายวิเชียร รามสุวรรณ)

สำนักงานประสานความร่วมมือระหว่างประเทศ



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 a dynamic professional to fill the following positions:

1. **Performance Management System Specialist**
Office of the CEO
Post level: M-12
2. **Social Science Programme Officer**
Environment Programme
Post level: M-11

These positions are based at Office of the Secretariat in Vientiane, Laos. For 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: 3 September 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 needs to 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 available on 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: ou_sophanna@cnmc.gov.kh

Lao National Mekong Committee
Prime Minister's Office, Vientiane, Lao PDR
Tel. (856-21) 260 984 Fax. (856-21) 260 984
E-mail: lnmc@lnmc.gov.la

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 4788 Fax. (84-4) 825 6929
E-mail: vnmc.pers@vnmcc.com



Mekong River Commission

Office of the Secretariat in Phnom Penh (OSP)
576 National Road, #2, Chak Angre Krom,
P.O. Box 623, Phnom Penh, Cambodia
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Office of the Secretariat in Vientiane (OSV),
Office of the Chief Executive Officer
184 Fa Ngoum Road,
P.O. Box 6101, Vientiane, Lao PDR
Tel: (856-21) 263 263. Fax: (856-21) 263 264

Job Description

Update: August 2010

Title:	PMS Specialist
Functional Title:	Performance Management System Specialist
Programme/Section:	Office of the CEO
Level:	M-12 (Riparian professional) ¹
Contract type:	Fixed-term appointment
Duration:	One-year contract renewable
Location:	Office of the Secretariat, Vientiane, Lao PDR
Reporting to:	CEO

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, the Lao PDR, 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."

1. The Performance Management Team

The MRC has committed itself to being an efficient and effective organisation and needs to be able to demonstrate improvement of both the organisation's performance and the programmes' performance to both its member countries and its development partners. It also needs to demonstrate consistency with and contribution to the MRC's strategic plan objectives and its core functions and that it is continually improving its performance.

The Performance Management Team of the MRC Secretariat aims to support the establishment and operationalisation of a performance management system in the Mekong River Commission. In establishing a performance management system the MRC is committing itself to a system which not only assesses evidence of results achieved, but also

- Reviews the programming context to demonstrate the continued relevance and priority of its work;
- Considers the likely sustainability of what has been achieved;
- Assesses the efficiency of management arrangements, and
- Recognises the need for feedback systems on the lessons learnt about what is actually working in order to adapt to changing contexts and promote ongoing improvement by promptly applying this information.

2. Job Summary

Under the overall supervision of the Chief Executive Officer (CEO) and in close collaboration with the Technical Coordination Advisor of the Technical Coordination Unit and the Coordinator of the Integrated Capacity Building programme, the Performance Management System Expert will manage and coordinate all activities required to complete the establishment followed by operationalisation of the Performance Management System (PMS).

3. Key Tasks

The incumbent will perform the following tasks:

A. Management Responsibility for the PMS

- Develop the operational plan for the performance management system of the MRC;
- Ensure overall function of the PMS including planning, coordination, quality assurance of data and assessment, and timely reporting to the main stakeholders;
- Establish, monitor compliance and review the appropriateness of common formats, processes, quality standards, etc;
- Ensure programme designs adequately plan activities and resources for the PMS;
- Establish ToR, contract and oversight Mid-Term Reviews and evaluations of the Strategic Plan (SP) and individual programmes;
- Compile management recommendations and reports for the CEO/Senior Management regarding the SP and programmes and follow up on implementation of related decisions;
- Coordinate periodic review and updating of the PMS (through peer reviews, etc.);
- Support capacity development of relevant staff on PMS.

B. Monitoring Responsibility related to the SP

Establish the monitoring plan for the SP, and quality assure and supervise monitoring activities. These activities will include establishment of the baseline situation, data collection and processing tools and processes, and quality assurance of the data;

- Periodically review indicators, data management and analysis processes and make necessary adjustments;
- Facilitate 6 monthly Performance Management Review Workshops to reflect on progress towards the goals of the SP;
- Report on SP Progress to JC, Council and CEO, including compilation of reports from NMCSs;
- Coordinate closely with ICCS on all PMS activities related to the SP;
- Support NMCS in their Strategic Plan PMS functions.

C. Monitoring Responsibility related to the Programmes

- Review 6 monthly Programme Performance Reports (internal & donor);
- Collate relevant programme level information for SP reports;
- Provide mentoring support to the programmes to encourage and support them in apply performance management to their programmes;

- Provide facilitation support to individual programmes for 6 monthly Performance Management Review workshops;
- Provide coordination for indicators which need collaboration of two and more programmes & indicators above programme level.

4. Scope of Authority

- Supervision requirements:** The incumbent does not directly supervise any staff of the programmes but will be given authority from the CEO to coordinate and supervise the implementations of the PMS.
- Level of autonomy:** Decision-making – high level.
- Level of problem solving required:** An ability to think creatively and solve complex problems is required.
- Level and type of communications required:** Communications are wide, both within and outside of the organisation. High level both in interpersonal, communication and reporting writing skills is required.

5. 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, managing performance, and judgement/decision-making.

6. Post-specific Qualifications & Skills

- Master's Degree in Institutional Development, international Development, Natural Resources, IWRM and other relevant fields, etc);
- At least 12 years of experience related to designing and implementing monitoring and evaluation of development projects/programmes and/or similar organisation-level systems; with a major emphasis on results based or performance monitoring and ongoing application of lessons learnt;
- Experience with and good knowledge of the Mekong riparian countries and the Mekong River Basin is an advantage;
- Extensive experience in institutional / organizational development;
- Proven experience within performance management of internationally financed development projects;
- Knowledge and experience in Integrated Water Resources Management (IWRM) is an advantage;
- Strong facilitation and coordination skills are essential;
- IT skills are an advantage;
- Experience with and good knowledge of the Mekong riparian countries and the Mekong River Basin is desirable;
- Excellent English skills; and
- Must be a national of one of the four MRC member countries.

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 (M-12, step 1); (ii) Monthly fluctuation and removable Devaluation Allowance (10% of basic salary for the month of August 2010); (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*.



Mekong River Commission

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576 National Road, #2, Chak Angre Krom,
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Office of the Chief Executive Officer
184 Fa Ngoum Road,
P.O. Box 6101, Vientiane, Lao PDR
Tel: (856-21) 263 263. Fax: (856-21) 263 264

JOB DESCRIPTION

Updated: 6 August 2010

Title: Programme Officer
Functional Title: Social Science Specialist, Environment Programme
Division: Environment Division (ENV)
Level: M-11 (Riparian professional)
Duration: One-year contract renewable
Location: Office of the Secretariat, Vientiane Lao PDR
Reporting to: Programme Coordinator, Environment Programme

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 ENVIRONMENT DIVISION AND PROGRAMME

The Environment Division and Programme 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. The MRC Climate Change and Adaptation Initiative is newly established under the Environment Division.

3. JOB SUMMARY

Under the overall supervision of the Division Director the Environment Division, direct supervision of the Environment Programme Coordinator and advised by the Chief Technical Advisor of the Environment Programme, the Programme Officer for Social Science coordinates activities related to social science components of the MRC Environment Programme and works closely with other MRC programmes particularly but not limited to the Basin Development Plan Programme (BDP), the Fisheries Programme (FP) and the Climate Change and Adaptation Initiative (CCAI) to strengthen the social science capacity of the MRC.

4. KEY TASKS

The incumbent performs the following tasks:

- Provides leadership, technical advice and coordination on the social science components of the MRC Environment programme, including surveys and analysis and compilation of existing information;
- Plans and supervises the implementation of MRC Environment Programme activities related to social science, socio-economics including social impact monitoring and vulnerability assessment, socio-economic data and knowledge on people's livelihood;

- Establishes and maintains close collaboration with external partners and key MRC programmes to ensure the necessary outreach and cross-cutting implementation of the activities related to the social-economic aspects of the MRC activities;
- Assess the technical quality of activities, outputs and outcomes of the social science activities and suggest changes and revisions as appropriate;
- Reviews and edits (as necessary) technical reports pertaining to social issues for the Programme;
- Manages administrative tasks related to key duties (preparation/reviewing TORs, draft reports, etc.);
- Prepares annual workplans and progress and performance reports and other routine reports in accordance with MRC Procedures and specific requirements on activities related to social science activities;
- Maintains regular communication with the National Mekong Committees (NMCs), related line agencies, national experts and other related organizations in riparian countries on social science aspects of the MRC Environment Programme;
- Works as a team member in the overall planning, implementation management and reporting of Environment Programme activities;
- ➔ Performs any other duties as assigned by the supervisor and the Environment Division Director.

5. SCOPE OF AUTHORITY

- (a) **Supervision requirements:** The incumbent has no supervision mandate to the staff of the Environment Programme and the Environment Division, but is responsible for his/her outputs to be carried out in line with the Environment Division's and MRCS requirements.
- (b) **Level of autonomy:** Has no decisions making, but directly delivers qualified technical support under his/her respective activities.
- (c) **Level of problem solving required:** Problem solving can be complex and the incumbent should display initiative and creativity.
- (d) **Level and type of communications required:** Communications are wide, both within and outside of the organisation, very good spoken and written skill are required for this position.

6. COMPETENCE REQUIREMENTS

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

7. POST-SPECIFIC QUALIFICATIONS

- Master degree or higher in social science, rural development, anthropology, human geography or similar with focus on issues of relevance to environment, water resources management and people's livelihood;
- At least 10 years relevant experience in work that has relevance to peoples dependence on aquatic resources, livelihood strategies, social surveys, statistical analysis of social data, and analysis of socio-economic conditions;
- Experience with and good knowledge on the interlinkages between environment, natural systems, economic development and livelihood in a sustainable development context and in the Mekong context;
- Experience within development project planning, management, implementation and reporting; experience in preparation of annual work plans and budgets, and the use of a logical framework for summarising and guiding implementation is an advantage;
- Experience with and ability to work through networks and implement activities in a multiple partner context;
- Experience with and good knowledge of the Mekong Riparian countries and the Mekong River basin and experience in working in a multicultural and international environment;

- Fluency in written and spoken English and at least one of MRC riparian languages is essential.

8. SIGNATURES

Incumbent: _____ (_____) Date: _____

Division Director: _____ (_____) 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 (M-11, step I); (ii) Monthly fluctuation and removable Devaluation Allowance (10% of basic salary for the month of August 2010); (iii) MRC's contribution to staff member's Provident Fund of 14% of basic salary upon completion of 3 years in service; (iv) Contribution of MRC to Health and Accident insurances (on shared basis with employee); (v) other entitlements and benefits such as dependency allowance, 6 weeks' annual vacation; sick leave, maternity leave etc.

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