

ด่วนที่สุด

ที่ ทส ๐๖๐๖/ว.พธธ



กรมประชาสัมพันธ์
รับที่ 43622
กรมทรัพยากรน้ำ 26 ต.ค. 53

๑๘๐/๓ ถนนพระราม ๕ ซอย ๓๔ 11:25 น.
แขวงสามเสนใน เขตพญาไท
กรุงเทพฯ ๑๐๔๐๐

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26 ต.ค. 53

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26 ต.ค. 2553
รับที่ 43622
หมายเลขผู้รับผิดชอบงาน 11480
<input type="checkbox"/> กทม. <input type="checkbox"/> กอน.
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เรื่อง รับสมัครงานตำแหน่งต่างๆของ MRCS

๑) เรียน อธิบดีกรมประชาสัมพันธ์

สิ่งที่ส่งมาด้วย สำเนาโทรสารสำนักงานเลขาธิการคณะกรรมการแม่น้ำโขง เลขที่ MK- OSV ๓๒๔/๑๐
ลงวันที่ ๑๔ ตุลาคม ๒๕๕๓ พร้อมรายละเอียด Job Description รวมจำนวน ๑๐ หน้า

ด้วย สำนักงานเลขาธิการคณะกรรมการแม่น้ำโขง (Mekong River Commission Secretariat : MRCS) มีความประสงค์จะรับสมัครงานตำแหน่งต่างๆ ๒ ตำแหน่ง คือ

๑. CCAI Coordinator ประจำแผนงานสิ่งแวดล้อม

๒. Performance Management System Specialist ประจำสำนักงาน CEO

เพื่อปฏิบัติงาน ณ MRCS นครหลวงเวียงจันทน์ สาธารณรัฐประชาธิปไตยประชาชนลาว โดยผู้สมัครจะต้องมีคุณสมบัติตาม Job description ดังมีรายละเอียดปรากฏในสิ่งที่ส่งมาด้วย

กรมทรัพยากรน้ำ ในฐานะสำนักเลขาธิการคณะกรรมการแม่น้ำโขงแห่งชาติไทย และเป็นหน่วยงานกลางในการประสานงานภายใต้กรอบความร่วมมือ MRC จึงขอเชิญชวนเจ้าหน้าที่ผู้สนใจ และมีคุณสมบัติตรงตาม Job Description ซึ่งสามารถดูรายละเอียดและสามารถ Download MRC Personal History Form ได้จาก www.mrcmekong.org และส่งใบสมัครพร้อมประวัติส่วนบุคคล และรูปถ่ายมายังกรมทรัพยากรน้ำ หรือทาง Email address : tnmc@dwr.mail.go.th ภายในวันที่ ๕ พฤศจิกายน ๒๕๕๓ ทั้งนี้ เพื่อกรมทรัพยากรน้ำจะได้ประสานงานให้ MRCS พิจารณาดำเนินการต่อไป

จึงเรียนมาเพื่อโปรดพิจารณา

ขอแสดงความนับถือ

(นายจตุพร บุรุษพัฒน์)

อธิบดีกรมอุทยานแห่งชาติ สัตว์ป่า และพันธุ์พืช

รักษาการแทน

อธิบดีกรมทรัพยากรน้ำ

สำนักประสานความร่วมมือระหว่างประเทศ

โทร. ๐ ๒๒๗๑ ๖๐๐๐ ต่อ ๖๖๑๗ โทรสาร. ๐ ๒๒๗๑ ๖๑๖๕

๒) เรียบ ผอ.สำนัก, ผอ.กอง และหัวหน้าส่วนงาน
เพื่อโปรดทราบและกรุณาแจ้งให้เจ้าหน้าที่
ในสังกัดทราบด้วย จะเป็นพระคุณยิ่ง


(นายภักดิ์สิทธิ์ ชาญภักดิ์)

จกจ.

26 ต.ค. 2553

๒๖



Mekong River Commission

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FACSIMILE

REF FAX NO: MK- OSV324/10
To: Facsimile No.: 662-298 6605
Bangkok, Thailand

Date: 14 October 2010
Number of page(s): 10
(including this page)

Dear Sir,

Subject: Vacancy announcement for 2 positions (Re-announcement)

สำนักประสานความร่วมมือระหว่างประเทศ	2352
วันที่	14 10 2553
เวลา	16.30 น.

The MRC Secretariat would like to re-announce the recruitment process for 2 vacant positions: CCAI Coordinator, attached to the Environment Division and Performance Management System Specialist, attached to the Office of CEO. 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 on well-known national job-listing websites including www.jobsdb.com and www.jobthai.com and will obtain the applications of potential candidates from head-hunting companies. 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 5 November 2010. We would appreciate it if you could forward the applications to the MRCS by 19 November 2010 so that the recruitment can be processed according to its timeline.

Thank you for your continued support.

Yours sincerely

Sourasay Phoumavong
Officer-In-Charge
MRC Secretariat

The Director General
Department of Water Resources
Ministry of Natural Resources and Environment
Secretary General of Thai National Mekong Committee

ที่ขอ นอ. รวย.

นายวิเชียร รวตวรรม

19 10 53

(นายวิเชียร รวตวรรม)

ผู้อำนวยการสำนักประสานความร่วมมือระหว่างประเทศ



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. CCAI Coordinator

Climate Change and Adaptation Initiative

Post level: M-13 (Re-announcement)

2. Performance Management System Specialist

Office of the CEO

Post level: M-12 (Re-announcement)

These positions are 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: 5 November 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 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) 216 514 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) 260 981-3 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 6805
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



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Job Description

Update: August 2010

Title:	PMS Specialist
Functional Title:	Performance Management System Specialist
Programme/Section:	Office of the CEO
Level:	M-12 ¹ (Riparian professional)
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**
- a) **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.
 - b) **Level of autonomy:** Decision-making – high level.
 - c) **Level of problem solving required:** An ability to think creatively and solve complex problems is required.
 - d) **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 I); (ii) Monthly fluctuation and removable Devaluation Allowance (10% of basic salary for the month of October 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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P.O. Box 6101, Vientiane, Lao PDR
Tel: (856-21) 263 263. Fax: (856-21) 263 264

JOB DESCRIPTION

May 18, 2010

Title: CCAI Coordinator
Functional Title: CCAI Coordinator, Climate Change and Adaptation Initiative
Division: Environment Division (ENV)
Level: M-13¹ (Riparian Professional)
Duration: One-year contract renewable
Location: Vientiane, Lao PDR
Reporting to: Environment Division Director

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 THE CLIMATE CHANGE AND ADAPTATION INITIATIVE

The Environment Division is a cross-sectional division of the MRC which 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, encouraging co-operation among the riparian countries, the programme is also in charge with climate change activities, increasing environmental and climate change awareness amongst the public.

The MRC Climate Change and Adaptation Initiative (CCAI) is a collaborative regional initiative of MRC member countries aiming to support the countries in adapting to the new challenges posed by climate change with the objective of guiding climate change adaptation planning and implementation through improved strategies and plans at various levels and in priority locations throughout the Lower Mekong Basin (LMB). The CCAI Framework has been finalized and endorsed by the MRC Joint Committee, a detailed workplan was prepared for the first, intermediate phase of the Initiative until end of 2010 and the First Phase from 2011-2015. Under this framework, the CCAI Office of Climate Change and Adaptation was established within the MRC Environment Division to undertake the coordination and facilitation and drive the process of the CCAI implementation. The implementation started August 1st and the lessons learned from the first 10 months warrant strengthening of the senior management of the implementation particularly with regards to providing leadership and direction, goal setting, management for efficient achievement of set targets and extensive interaction with external and internal partners of the implementation.

3. JOB SUMMARY

Under the overall supervision of the MRCS Chief Executive Officer and direct supervision of the Environment Division Director, the Senior Manager for the CCAI will be responsible for the overall coordination and management of all activities related to technical, administrative and financial aspects of the MRC Climate Change and Adaptation Initiative.

The CCAI Senior Manager will be responsible for achieving all outputs/results of the Initiative and will be accountable for all activities and routine functions. He/She will report to the Environment Division Director and will work in close collaboration with all relevant MRC Programmes, the NMCs, the concerned national line agencies and other relevant international/regional institutions.

4. KEY TASKS

The incumbent performs the following tasks:

- Heads the Office of Climate Change and Adaptation (OCCA) within the Environment Division, MRC Secretariat;
- Provides leadership and direction for the OCCA Team and manages the staff of the OCCA and provides continuous motivation and periodic evaluation through the annual Performance Appraisal process.
- Provides strategic direction and ensures high quality implementation of the CCAI.
- Establish and maintain close collaboration with external partners and all MRC programmes to ensure the necessary outreach and cross-cutting implementation of the CCAI.
- Manages and coordinates all technical, administrative and financial activities of the CCAI to ensure the effective and efficient implementation of the CCAI in full compliance with all applicable donor funding agreements, the CCAI Framework Document and MRCS procedures and standards;
- Prepares annual workplans and progress and performance reports and other routine reports in accordance with MRC Procedures and specific requirements
- Develops and manages the Initiative's budget; allocates and administers the use of the programme budget with the authorization from Division Director.
- Identifies progressive risks, key and emerging issues which may hamper the implementation of the CCAI, assesses consequences, and selects and implements appropriate response measures when relevant in consultation with the CCAI Steering Committee;
- Prepares Terms of Reference and allocates budgets for employment of staff of the OCCA, international and national consultants, and oversees the recruitment of staff and consultants;
- Coordinates and mobilizes the resource and personnel requirements for the main activities of the CCAI;
- Provides on-the-job training and on-going coaching to the staff of the OCCA in regards to their jobs and responsibilities
- Maintains regular communication with the National Mekong Committees (NMCs), related line agencies, the national experts and other related organizations in riparian countries;
- Undertakes liaison and exchange information with related international and regional programs, projects and initiatives;
- Undertakes general advocacy and promotion of the work of the CCAI, and represents the CCAI in dialogue with external agencies; Presents the work of the Initiative at international and regional meetings.
- Performs any other duties related to the coordination and management of the OCCA, and as assigned by the Environment Division Director and CEO.

5. SCOPE OF AUTHORITY

- (a) **Supervision requirements:** The incumbent supervises all staffs of the Office of Climate Change and is responsible for their outputs, on-the-job training and performance appraisal, carried out in line with MRC guidelines.
- (b) **Level of autonomy:** Major decisions include providing advise to the Division Director, unless in line with MRC policy. The incumbent administers the CCAI budget.

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

6. COMPETENCE REQUIREMENTS

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

7. POST-SPECIFIC QUALIFICATIONS

- At least a Master degree, PhD an advantage, in related field (within the fields of environmental science, environmental management, water resources, ecology, economics, management, or other related to climate change science);
- At least 15 years relevant experience in work that has relevance to current climate change adaptation challenges and development projects such as water resources management, environmental management, disaster preparedness, agricultural development and rural development;
- Proven good knowledge on climate change and its impacts on natural systems, economic development and livelihood in the Mekong context, environmental management, climate change adaptation and mitigation;
- Proven ability to effectively implement programmes/projects in a multicultural and international environment, and in particular with the relevant line agencies of the MRC-member countries;
- Proven ability to work through networks and implement activities in a multiple partner context;
- Wide experience related to strategy formulation; programme/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 good knowledge of the Mekong Riparian countries and the Mekong River basin and proven experience in working in an international environment;
- Fluency in written and spoken English and at least one of MRC riparian languages is essential;
- Good knowledge on basic office softwares (MS Word, MS Excell, MS Power Point ect.) is a must. Knowledge and experience on using MS Project software is a distinct advantage.

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 Lao authorities, starting from US\$ 41,801 (M-13, step I); (ii) 6 weeks' annual vacation; (iii) MRC's contribution to staff member's Provident Fund of 14% of basic salary upon completion of 3 years in service; (iv) Monthly fluctuation and removable Devaluation Allowance; (v) Contribution of MRC to Health and Accident Insurances (on shared basis with employee); (vi) Other entitlements and benefits such as dependency allowance, 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 in principle up to a maximum of 6 years.

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