

ด่วนที่สุด

ที่ ทส ๐๖๐๖/ ๖.๘๔๘



กรมประชาสัมพันธ์	
วันที่	๘๖๑๙
วันที่	๒๖ ต.ค. ๕๓

กรมทรัพยากรน้ำ 11:21
๑๘๐/๓ ถนนพระราม ๖ ซอย ๓๔
แขวงสามเสนใน เขตพญาไท
กรุงเทพฯ ๑๐๔๐๐

๒๖ ตุลาคม ๒๕๕๓

๒๖ ต.ค. ๒๕๕๓	วันที่	๒๖ ต.ค. ๕๓
หน่วยงนที่ได้รับมอบหมาย	๒๕๖๑๙	๑๑๕๗๕
<input type="checkbox"/> ด่วน	<input type="checkbox"/> ปร.	
<input checked="" type="checkbox"/> สจร.	<input type="checkbox"/> สจร.	

เรื่อง รับสมัครงานตำแหน่ง Operations Manager ประจำแผนงานบริหารจัดการน้ำและบรรเทาอุทกภัย

๑) เรียน อธิบดีกรมประชาสัมพันธ์

สิ่งที่ส่งมาด้วย สำเนาโทรสารสำนักงานเลขาธิการคณะกรรมการแม่น้ำโขง เลขที่ MK- OSV ๓๕๗/๑๐
ลงวันที่ ๑๙ ตุลาคม ๒๕๕๓ พร้อมรายละเอียด Job Description รวมจำนวน ๕ หน้า

ด้วย สำนักงานเลขาธิการคณะกรรมการแม่น้ำโขง (Mekong River Commission Secretariat : MRCS) มีความประสงค์จะรับสมัครงานตำแหน่ง Operations Manager ประจำแผนงานบริหารจัดการและบรรเทาอุทกภัย กองสนับสนุนด้านวิชาการ ปฏิบัติงาน ณ กรุงเทพมหานคร ประเทศกัมพูชา โดยผู้สมัครจะต้องมีคุณสมบัติตาม Job description ดังมีรายละเอียดปรากฏในสิ่งที่ส่งมาด้วย

กรมทรัพยากรน้ำ ในฐานะสำนักเลขาธิการคณะกรรมการแม่น้ำโขงแห่งชาติไทย และเป็นหน่วยงานกลางในการประสานงานภายใต้กรอบความร่วมมือ MRC จึงขอเชิญชวนเจ้าหน้าที่ผู้สนใจ และมีคุณสมบัติตรงตาม Job Description ซึ่งสามารถดูรายละเอียดและสามารถ Download MRC Personal History Form ได้จาก www.mrcmekong.org และส่งใบสมัครพร้อมประวัติส่วนบุคคลและรูปถ่ายมายังกรมทรัพยากรน้ำ หรือทาง Email address : tnmc@dwr.mail.go.th ภายในวันที่ ๑๐ พฤศจิกายน ๒๕๕๓ ทั้งนี้ เพื่อกรมทรัพยากรน้ำจะได้ประสานงานให้ MRCS พิจารณาดำเนินการต่อไป

จึงเรียนมาเพื่อโปรดพิจารณา

ขอแสดงความนับถือ

(นายจตุพร บุรุษพัฒน์)
อธิบดีกรมอุทยานแห่งชาติ สัตว์ป่า และพันธุ์พืช
รักษาราชการแทน
อธิบดีกรมทรัพยากรน้ำ

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

④ เรียบ นอ.สำนัก., นอ.กอง และหัวหน้าหน่วยงาน
เพื่อไปรทท. และกรรท.แจ้งให้เจ้าพนักงานตั้งกีด
หมายกบย. จะเป็นกระตุบิง


(นายกิตติศักดิ์ ชาญธนา)

อกจ.

26 ต.ค. 2553





Mekong River Commission

Office of the Secretariat in Phnom Penh (OSP)
576 National Road, #2, Chok Angre Krom,
P.O. Box 623, Phnom Penh, Cambodia
Tel. (855-23) 425 353. Fax (855-23) 425 363

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

วันที่ 19/10/10
วันที่ 20 ต.ค. 2553
9.00

FACSIMILE

REF FAX NO: MK- OSV357/10
To: Facsimile No.: 662-298 6605
Bangkok, Thailand

Date: 19 October 2010
Number of page(s): 5
(including this page)

Dear Sir,

Subject: Vacancy announcement for Operations Manager

The MRC Secretariat would like to recruit an Operations Manager, attached to the Flood Management and Mitigation Programme (FMMP), Technical Support Division. We would therefore like to forward to you the vacancy announcement and the job description for the above-mentioned position 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 10 November 2010. We would appreciate it if you could forward the applications to the MRCS by 24 November 2010 so that the recruitment can be processed according to its timeline.

Thank you for your continued support.

Yours sincerely

Jeremy Bird
Chief Executive Officer
MRC Secretariat

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

เรียน ผอ. ส.ท.

พลากร อภิบาล

(นายวิเชียร รามสุวรรณ)

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 a dynamic professional to fill the following position:

Operations Manager

Flood Management and Mitigation Programme (FMMP), Technical Support Division

Post level: M-12

This position is based at Regional Flood Management and Mitigation Centre (RFMMC), Phnom Penh, Cambodia. 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: 10 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 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



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JOB DESCRIPTION

Updated: September 2010

Title: Programme Manager
Functional Title: Operations Manager, FMMP
Division: Flood Management and Mitigation Programme (FMMP)
Level of post: M-12¹ (Riparian staff)
Location: Regional Flood Management and Mitigation Centre (RFMMC),
Phnom Penh, Cambodia
Reporting to: Director, RFMMC

1. THE MEKONG RIVER COMMISSION

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

2. THE FLOOD MANAGEMENT AND MITIGATION PROGRAMME

The Flood Management and Mitigation Programme (FMMP) 2004-2010 is one of the MRC core programmes. The overall development objective of the FMMP is *'people's suffering and economic losses due to floods are prevented, minimised, or mitigated, while preserving the environmental benefits of floods'*. It consists of five components: 1. Regional FMM Centre, 2. Structural measures and flood proofing, 3. Mediation of trans-boundary flood-related issues, 4. Flood emergency management strengthening, and 5. Land management. The FMMP is based on priorities agreed upon by the four MRC member countries and on the strategic roles of the MRC. The components of the programme are related to each other and most components link to MRC's existing programmes. They will contribute to MRC's overall role in knowledge base development, capacity building and regional cooperation. Presently the MRC is in the process of extending the FMM programme (2004-2010) in support to the Regional FMM Center until 2015. The draft design document of FMMP 2011-2015 will be completed by end of November 2010.

3. JOB SUMMARY

The Operations Manager reports to the FMMP Coordinator and will be fully responsible for the establishment and operation of the RFMM Center. He/she will be responsible for the day-to-day management of the Centre and work in close collaboration with the CTA, Section Chiefs, other members of the RFMMC team, and in close coordination with other component Coordinators or other key staffs.

4. KEY TASKS

The incumbent performs the following tasks:

- Manage the operational functions of the data processing, the forecasting and warning unit and the capacity building units; related equipment, professional staffs and support staffs.
- Manage the Centre's operations, development and improvement of a) the Mekong Flood Forecasting system (Mekong-FFS, consisting of Delft-FEWS, ISIS and URBS), and b) the MRC Flash Flood Guidance system (MRC-FFGS)
- Coordinate the development and improvement of these systems through sets of activities to achieve formulated outputs and outcomes; this includes organising and facilitating implementation plans, technical studies, training, etc.
- Administer the operations by developing, implementing and updating management procedures
- Prepare and update the operation action plans of the Centre (with assistance from CTA)
- Ensure the preparation of documents and reports, such as inception report, progress (quarterly and bi-annually) and activity reports, completion reports, as well as the application of the MRC's Performance Management System (PMS), staffs performance assessments, etc.
- Assist and guide the presentation of weekly weather reports through the MRC website (if and when required); coordinate the elaboration of the MRC's Hydrology Report; and ensure the preparation of the Annual Flood Report
- Assist and guide flood information processing, including information regarding flood forecasting and warning messages and flash flood alerts, as well as its dissemination
- Organise the Annual Flood Forums
- Foster and secure coordination mechanisms with national FMM Centres / FMM nodal points
- Work with the NMCs and national line agencies in the member countries to ensure participation of appropriate line agencies in the implementation of the Centre's activities
- Secure proper functioning of the Centre's server system and constantly provide and update information on the flood pages during the wet season, as well as the dry season monitoring information, through the MRC website.
- Other related duties as may be assigned by the supervisor.

5. SCOPE OF AUTHORITY

- (a) **Supervision requirements:** The incumbent supervises the sections and units of the Centre and is responsible for their performance assessment
- (b) **Level of autonomy:** Decisions are generally recommendatory in line with MRC policy
- (c) **Level of problem solving required:** Problem solving is complex and the incumbent must display initiative and creativity.
- (d) **Level and type of communications required:** Communications are wide, both within and outside of the organisation, and a variety of written documentation is required of the position.

6. COMPETENCE REQUIREMENTS

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

7. POST-SPECIFIC QUALIFICATIONS

A post-graduate degree in water resources management, engineering in the field of hydrology / hydraulics or related fields

At least 10 years of experience including experience at senior management level, preferably in a multi-cultural or international organization

Experience in complex project planning, programming, execution and coordination

Possess good project management, communication, organizational and coordination skills

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

Signed: _____ Division Director, TSD Date: _____

Signed: _____ Incumbent Date: _____

Brief information on remuneration

The remuneration package, *subject to change*, includes (i) annual net base salary exempt from tax by Lao authorities, starting at US\$ 32,472.00 (M-12, step I); (ii) Monthly fluctuation and removable Devaluation Allowance (10% of basic salary for the month of Oct 10); (iii) MRC's contribution to staff member's Provident Fund of 14% of basic salary upon completion of 3 years in service; (iv) Contribution of MRC to Health and Accident insurances (on shared basis with employee); (v) other entitlements and benefits such as dependency allowance, 6 weeks' annual vacation; sick leave, maternity leave etc.

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

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

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