



ที่ ทส ๐๖๐๖/ ว ๑๐๑๐

กรมทรัพยากรน้ำ

๑๘๐/๓ ถนนพระราม ๖ ซอย ๓๔
สามเสนใน เขตพญาไท
กรุงเทพฯ ๑๐๔๐๐

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เรื่อง รับสมัครงานตำแหน่ง IT Systems Management Officer

(๑) เรียน อธิบดีกรมประชาสัมพันธ์

เลขที่	20 ส.อ. 2553	51969
วันที่		15.52
ชื่อ		
ตำแหน่ง		
สังกัด		

สิ่งที่ส่งมาด้วย สำเนาโทรสารสำนักงานเลขาธิการคณะกรรมการแม่น้ำโขง เลขที่ MK-OSV ๔๑๒/๑๐
ลงวันที่ ๙ ธันวาคม ๒๕๕๓ พร้อมรายละเอียด Job Description รวมจำนวน ๕ หน้า

ด้วย สำนักงานเลขาธิการคณะกรรมการแม่น้ำโขง (Mekong River Commission Secretariat : MRCS) มีความประสงค์จะรับสมัครงานตำแหน่ง IT Systems Management Officer ประจำฝ่ายการบริหารและการเงิน ปฏิบัติงาน 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 และส่งใบสมัครพร้อมประวัติส่วนบุคคลและรูปถ่ายมายังกรมทรัพยากรน้ำ หรือทาง Email address : tnmco@dwr.mail.go.th ภายในวันที่ ๔ มกราคม ๒๕๕๔ ทั้งนี้เพื่อกรมทรัพยากรน้ำจะได้ประสานงานให้ MRCS พิจารณาดำเนินการต่อไป

จึงเรียนมาเพื่อโปรดพิจารณา

ขอแสดงความนับถือ

(นายจตุพร นุรักษ์พัฒน์)
อธิบดีกรมทรัพยากรน้ำ

สำนักประสานความร่วมมือระหว่างประเทศ

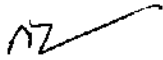
โทร. ๐ ๒๒๗๑ ๖๐๐๐ ต่อ ๖๖๑๗ โทรสาร. ๐ ๒๒๗๑ ๖๑๖๕

เขียน คุณจรรยา
วิลาวัลย์
๑๖๑๖๑ ๕๓

ททท. ๒๖๑๔
๑๐ ธ.ค. ๕๓

๒) เรียน ผอ.สำนัก/ผอ.กอง และหัวหน้าหน่วยงาน

เพื่อโปรดเวียนแจ้งให้ข้าราชการในสังกัดที่มีคุณสมบัติตรงตามที่กำหนดได้ทราบโดยทั่วกันทั้งนี้ให้จัดส่งใบสมัครพร้อมประวัติส่วนตัวบุคคลและรูปถ่ายไปยัง กรมทรัพยากรน้ำ หรือ ทาง Email address: tnmc@dwr.mail.go.th ภายในวันที่ ๔ มกราคม ๒๕๕๔ โดยตรงต่อไป จะเป็นพระคุณยิ่ง



(นายกิตติศักดิ์ หาญกล้า)

อกจ.

๒๑ ธ.ค. ๕๓



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
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

FACSIMILE

REF FAX NO: MK- OSV412/10

To: Facsimile No.: 662-298 6605

Bangkok, Thailand

Date: 9 December 2010

Number of page(s): 5
(including this page)

Dear Sir,

Subject: Vacancy announcement for IT Systems Management Officer

The MRC Secretariat would like to recruit an IT Systems Management Officer, attached to the Finance and Administration Section. 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 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, www.jobthai.com, MRCS Recruitment Channels Network, 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 4 January 2011. We would appreciate it if you could forward the applications to the MRCS by 18 January 2011 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

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

วิมลพร. นพ.
เพื่อส่งเอกสาร

30053
(นายวิมลพร นพ.)

ผู้อำนวยการสำนักประสานความร่วมมือระหว่างประเทศ



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JOB DESCRIPTION

Updated: 5 November 2010

Post title: IT Systems Management Officer
Division: Finance & Administration Section (FAS)
Level: M-11¹ (Riparian Professional staff)
Location: MRC Secretariat, Vientiane, Lao PDR
Reporting to: Chief, FAS

1. THE MEKONG RIVER COMMISSION AND MRC SECRETARIAT

The Mekong River Commission (MRC) was established by the 1995 Mekong Agreement between the governments of Cambodia, Laos, Thailand and Vietnam. The role of the MRC is to co-ordinate and promote co-operation in all fields of sustainable development, utilisation, management and conservation of the water and related resources of the Mekong River Basin. The mission of the MRC is to promote and coordinate sustainable management and development of water and related resources for the countries' mutual benefit and the people's well-being.

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

Since July 2010, the MRC Secretariat has been operating under co-hosted location under which mechanism there is one Officer of the Secretariat in Vientiane, Lao PDR (OSV) and one Office of the Secretariat in Phnom Penh, Cambodia (OSP)

2. ROLE OF THE FINANCE AND ADMINISTRATION SECTION

To provide the secretariat and operational programmes with modern and highly efficient financial, administrative, logistical, facilities management, information technology and communication support. The section is also responsible for interacting effectively on such matters with the National Mekong Committees, riparian national agencies, international agencies and donor communities.

3. JOB SUMMARY

Under the direct supervision of Chief of Finance and Administration Section, the incumbent is responsible for the day-to-day function of the hardware, software and LAN infrastructure in both offices of the MRC. The incumbent also participates in the activities in MRC related to information technology such as web intranet and database development.

4. KEY TASKS

The incumbent performs the following tasks:

- Ensure the proper functioning of the information technology hardware/software and application software in MRC, which includes:
 - Network Administration LAN/WAN;
 - MRC Email system administration (Microsoft);



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:

IT Systems Management Officer Finance and Administration Section

Post level: M-11

Annual base salary exempt from tax by local authorities, in a range starting at US\$ 26,580 plus other attractive benefits

The position is based at the Office of the 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: 4 JANUARY 2011

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

P.O.Box 623, 364 Monivong Blvd.,
Sangkat Phsar Doerm Thkouv, Khan Chamkar
Mon, 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@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 4785 Fax. (84 4) 825 6929
E-mail: vnmc.personnel@gmail.com

- MRC Web server administration;
 - Solomon system Administration;
 - MRC Intranet administration;
 - Keep MRCS software licenses up to date
- Ensure that all IT systems and application function properly and take immediate steps to remedy problems encountered including performing error detection tests;
 - Keep abreast of the development with in hardware and software and introduce upgrade and new development where feasible. Moreover, monitor and recommend system and hardware to ensure state-of-the-art information technology environment in MRCS, maintain the established standards of hardware and software in MRCS.
 - Monitor the physical presence of all hardware and software. Recommend disposal and/or upgrade in line with the established policies within MRC.
 - Monitor telecommunication network to ensure smooth operations in both offices
 - Participate in the development of the Document Management System in MRCS and be responsible for maintaining the system once it is in operation. Train MRCS end-users when required.
 - Be responsible for IT budgeting and associated procurement plan
 - Contribute to the definition, implementation and management of IT policies and procedures Ensures that the IT policies and procedures established in MRC. Revise these policies and procedures if and when necessary.
 - Assists in the identification of the needs, and the development of in-house application such as financial monitoring system and database;
 - Upgrade and develop existing in-house software as required;
 - Produce technical, management and user oriented documentation
 - Performs other duties related duties as may be assigned by the chief, Finance & Administration and / or CEO.

5. SCOPE OF AUTHORITY

- a) Supervision requirements:** The incumbent supervises 2 MRC staff members in OSV as well as any ICT consultants. He/She is responsible for there work, on-the-job training, and their performance appraisal, to be carried out in line with MRC policy. In addition, the incumbent will be expected to work closely with the Senior IT Assistant in OSP on ICT technical related matters.
- b) Level of autonomy:** Most major decisions are recommendatory, except for those make clearly in line with MRC policies.
- c) Level of problem solving required:** the position is involves technical and administrative problem solving. The incumbent should display a certain level of creativity and initiative.
- d) Level and type of communications required:** Communications are generally limited to within MRC. Written communication is required.

6. COMPETENCE REQUIREMENTS

Core Values: Integrity, Professionalism and Respect for Diversity

Core Competencies: Communication, Teamwork, Planning & Organizing, Accountability, Creativity, Client Orientation, Commitment to Continuous Learning, and Technological Awareness,

Managerial Competencies: Vision, Leader ship, Empowering Others, Building Trust, Managing Performance, and Judgment/Decision-making

7. POST-SPECIFIC QUALIFICATIONS

Advanced degree in computer science or equivalent and at least 10 years relevant working experience with network administrator, and 5 years documented in operation and maintenance of Microsoft Windows server and / or Unix Operation System.

Experience with Microsoft SQL Server and other following application software:

- Operation System: Microsoft Windows (Windows XP professional, Vista, 2003 Server, 2003 R2 server and 2008 Server) and Linux Open source (RedHat or CentOS or SuSe);
- Microsoft Office: Ms Office 2003 and 2007, Ms Project;
- Microsoft Exchange mail server, IIS, Apache, Squid proxy, DNS and network firewall security ware;
- Antivirus software;
- Knowledge of Microsoft Dynamic SL (Solomon IV database, Accounting System), Seagate Crystal report and RFX report write;
- Knowledge of database and programming, such as Microsoft Access, Visual Basic, SQL Server, HTML, ASP.Net, XML, etc;
- Demonstrate application ability;
- Fluency in English, both written and spoken;
- Working knowledge of more than one riparian language desirable.

Incumbent: _____

Date: _____

Chief of FAS: _____

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\$ 26,580.00 (M-11, step 1); (ii) Monthly fluctuation and removable Devaluation Allowance (10% of basic salary for the month of Dec 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 annually; (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 MRC'S RESERVES THE RIGHT TO APPOINT A CANDIDATE AT A LEVEL LOWER THAN THE ADVERTIZED LEVEL OF THE POST.