

ด่วนมาก

ที่ ทส ๐๖๓๐/ว. พ/ม/๒



กรมประชาสัมพันธ์	
เลขรับ	๐๖๓๐
วันที่	๐๓ ก.ย. ๒๕๕๔
เวลา	๑๔:๐๕ น.

กรมทรัพยากรน้ำ

๑๘๐/๓ ถนนพระราม ๖ ซอย ๓๔

แขวงสามเสนใน เขตพญาไท

กรุงเทพฯ ๑๐๔๐๐

๒๕ ส.ค. ๒๕๕๔

เรื่อง รับสมัครงานตำแหน่งต่างๆ ของ MRCS ๒ ตำแหน่ง

① เรียน อธิบดีกรมประชาสัมพันธ์

กอง	
วันที่	๓ ก.ย. ๒๕๕๔
เลขรับ	E4191
เวลา	๑๖:๔๐
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สิ่งที่ส่งมาด้วย สำเนาโทรสารสำนักงานเลขาธิการคณะกรรมการแม่น้ำโขง เลขที่ MK- OSV ๑๕๖/๑๑ ลงวันที่ ๒๕ สิงหาคม ๒๕๕๔ พร้อมรายละเอียด Job Description รวมจำนวน ๘ หน้า

ด้วย สำนักงานเลขาธิการคณะกรรมการแม่น้ำโขง (Mekong River Commission Secretariat : MRCS) มีความประสงค์จะรับสมัครงานตำแหน่งต่างๆ ๒ ตำแหน่ง ปฏิบัติงาน ณ MRCS สาธารณรัฐประชาธิปไตยประชาชนลาว ดังนี้

๑. Chief of Human Resources Development Section ประจำส่วนพัฒนาบุคลากร
๒. CCAI Technical Officer ประจำกองสิ่งแวดล้อม

โดยผู้สมัครจะต้องมีคุณสมบัติตาม Job description ดังมีรายละเอียดปรากฏในสิ่งที่ส่งมาด้วย

กรมทรัพยากรน้ำ ในฐานะสำนักเลขาธิการคณะกรรมการแม่น้ำโขงแห่งชาติไทย ซึ่งทำหน้าที่เป็นหน่วยประสานงานภายใต้กรอบความร่วมมือ MRC ของฝ่ายไทย 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 ๒๕ กันยายน ๒๕๕๔ ทั้งนี้ เพื่อกรมทรัพยากรน้ำจะได้ประสานการดำเนินการต่อไป

จึงเรียนมาเพื่อโปรดพิจารณา

ขอแสดงความนับถือ

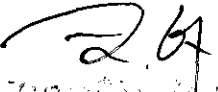
(นายชัยพร ศิริพรไพบูลย์)
รองอธิบดี ปฏิบัติราชการแทน
อธิบดีกรมทรัพยากรน้ำ

สำนักบริหารจัดการลุ่มน้ำโขง

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

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๒) เรียน ผอ.สำนัก/ผอ.กอง และหัวหน้าหน่วยงาน
เพื่อโปรดเวียนแจ้งให้ข้าราชการในสังกัด
ที่มีคุณสมบัติตรงตามที่กำหนดได้ทราบโดยทั่วกัน
ทั้งนี้ให้จัดส่งใบสมัครพร้อมประวัติส่วนตัวบุคคล
และรูปถ่ายไปยัง กรมทรัพยากรน้ำ หรือ
ทาง Email address:tnmc@dwr.mail.go.th
ภายในวันที่ ๒๕ กันยายน ๒๕๕๔ โดยตรงต่อไป
จะเป็นพระคุณยิ่ง

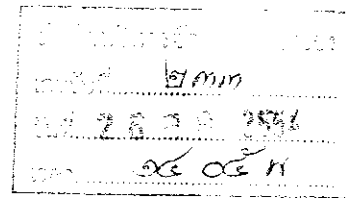

(นายทวิชัย ตั้งเกียรติ)
ผู้อำนวยการศูนย์ปฏิบัติการกรมทรัพยากรน้ำ
กรมทรัพยากรน้ำ
๕ 2 ก.ย. 2554



Mekong River Commission

Office of the Secretariat in Phnom Penh (OSPP)
576 National Road, #72, Choe Angre Krum,
P.O. Box 623, Phnom Penh, Cambodia
Tel: (855) 23 425 357 Fax: (855) 23 425 369

Office of the Secretariat in Vientiane (OSV)
Office of the Chief Executive Officer
184 Fa Ngoum Road,
P.O. Box 6 01, Vientiane, Laos PDR
Tel: (856) 21 026 763 Fax: (856) 21 026 764



FACSIMILE

REF FAX NO: MK- OSV 156/11

To: Facsimile No.: 662-298 6605

Bangkok, Thailand

Date: 24 August 2011

Number of page(s): 8
(including this page)

Dear Sir,

Subject: Vacancy announcement for two Riparian Professional positions

The MRC Secretariat would like to forward to you the vacancy announcement and the job descriptions of the following positions for your kind consideration and action.

- Chief of Human Resources Development Section, Human Resources Section
- CCAI Technical officer, Climate Change and Adaptation Initiative, Environment Division

The vacancies announcement will soon be advertised in The Nation newspaper. In order to access a larger pool of candidates, the Secretariat will post the vacancies on well-known national job-listing websites including www.jobsdb.com, www.jobthai.com, MRC'S 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 these vacancies to relevant ministries and line agencies.

The closing date for all applications is 25 September 2011. We would appreciate it if you could forward the applications to the MRCS by 7 October 2011 so that the recruitment can be processed according to its timeline.

Thank you for your continued support.

Yours sincerely,

Tran Duc Cuong
Officer-In-Charge
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



Mekong River Commission

The role 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

MRC Secretariat is now recruiting highly qualified candidates for the positions of

1. Chief of Human Resources Development Section

Human Resources Section

Post level: M-13

2. CCAI Technical Officer

Climate Change and Adaptation Initiative, Environment Division

Post level: M-11

These positions are based at the Office of the MRC Secretariat in Vientiane, Lao PDR

The job descriptions and other information can be downloaded from [the link at the top of this page](#). Women are encouraged to apply. Only short-listed candidates will be notified.

Closing date for applications: 25 September 2011

Application procedures:

Only nationals of Cambodia, Lao PDR, Thailand and Viet Nam are eligible to apply. The application should include (i) a cover letter outlining clearly how the candidate meets the requirements of the position, (ii) a detailed CV, and (iii) MRC Personal History Form. The position title and section/division must be indicated in the cover letter. The application should be sent 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



Mekong River Commission

Office of the Secretariat in Phnom Penh (OSP)
576 National Road, #2, Chak Angre Krom,
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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

JOB DESCRIPTION

Updated: August 2011

Functional Title: Section Chief, Human Resources Development
Division: Human Resources Section ✓
Level: M-13¹ (Riparian Professional)
Location: MRC Secretariat, Vientiane, Lao PDR
Reporting to: Chief Executive Officer

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 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, riparian national agencies, international agencies and donor communities.

3. JOB SUMMARY

Under the overall direction of the CEO, the Section Chief HRS is responsible for the Secretariat's human resources management and development and for the implementation and/or co-ordination of training programmes. The Section Chief is also responsible for the overall management of the Capacity Building Programme. The Section Chief in particular will play a key role in the riparianisation process of the Secretariat through developing processes to strengthen the capacity of the staff and by adapting the relevant MRC procedures to assist the riparianisation process.

4. KEY TASKS

The incumbent performs the following duties:

- Develops, maintains and executes the activities of the Human Resources Section, including Human Resources Planning, Development and Management, and Organizational Development, and advises Senior Management on these issues;
- Manages the Section with responsibility for the budget and the efficient use of resources;
- Responsible for the management of the MRC Performance Appraisal system and coordinate the training and development of staff;

- Responsible for the planning and management of the MRC Integrated Capacity Building Programme (based on the Integrated Training Strategy) while supervising the execution of the Junior Riparian Professional Project, the Gender Mainstreaming project and other projects which are part of the Integrated Capacity Building Programme;
- Advises on human resources development issues, both at the Secretariat and National Mekong Committee level;
- Oversees Personnel management, including personnel policies, recruitment procedures, remuneration and staff benefit regulations, employment contracts. These tasks are now carried out by the Section Finance and Administration (FAS) and will be gradually handed over from FAS in function of the workload and other requirements;
- Responsible for continued development of HRD activities database;
- Participates as an active member of the MRC Secretariat's Senior Staff Meetings;
- Performs other related duties as required.

5. SCOPE OF AUTHORITY

- (a) **Supervision requirements:** The incumbent supervises all Section staff and consultants, including those of the Capacity Building Programme. S/he is responsible for their outputs, on-the-job training and performances appraisals, to be carried out in line with MRC Guidelines.
- (b) **Level of autonomy:** Decision-making is final, subject to the cursory approval of the CEO, if necessary. The incumbent is responsible for management of the programme budget.
- (c) **Level of problem solving required:** Problem solving is complex and the incumbent must display sensitivity, initiative and creativity.
- (d) **Level and type of communication required:** Communications are wide, both within and outside the organization. High-level written and oral communication skills are required.

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

- Advanced degree in a field related to human resources development and management;
- At least 10 years relevant experience in an international or regional private sector or development co-operation context, with 5 years at management level;
- Experienced in all aspects of Human Resources Management and Development;
- Good knowledge of, and experience in, all aspects of programme management, including staff supervision and team management, strategic planning, preparing work plans, monitoring, reporting and budget management;
- Knowledge of and experience with implementing gender policies and equal employment policies;
- Excellent written and spoken English is required. Knowledge of more than one riparian language is desirable.

Incumbent: _____ Date: _____
 The CEO: _____ 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\$ 42,637.00 (M-13, step I); (ii) Monthly fluctuation and removable Devaluation Allowance (10% of basic salary for the month of July 2011); (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.



Mekong River Commission

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184 Fa Ngoum Road,
P.O. Box 6101, Vientiane, Lao PDR
Tel: (856-21) 263 263. Fax: (856-21) 263 264

JOB DESCRIPTION

Updated: August 2011

Functional Title: CCAI Technical Officer
Division: Environment Division
Level: M-11 (Riparian Professional)
Duration: One-year contract renewable
Location: MRC Secretariat, Vientiane, Lao PDR
Reporting to: CCAI Programme Coordinator

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".

The MRC Secretariat (MRCS) 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 ENVIRONMENT DIVISION AND THE CLIMATE CHANGE AND ADAPTATION INITIATIVE (CCAI)

The Environment Division (ENV) 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 finalised and endorsed by the MRC Joint Committee, a detailed workplan has been done for the first two phases of the Initiative: the Intermediate Phase until end of 2010 and the First Phase from 2011-2015. Under this framework, the CCAI Office of Climate Change and Adaptation (OCCA) is being established within the MRC Environment Division to undertake the coordination and facilitation of the CCAI implementation and provide the secretariat service for the CCAI Steering Committee and Regional Task Force. The incumbent is being recruited to work in this Office.

3. JOB SUMMARY

Under the overall supervision of the Environment Division Director and direct supervision of the CCAI Programme Coordinator, the Technical Officer will provide technical and administrative support and assistance on activities related to MRC Climate Change and Adaptation Initiative.

The incumbent will work in close collaboration with specialized staffs of the OCCA and the Environment Programme (EP) such as Climate Change Programme Officer, Communication Officer, Environment Programme Coordinator and Chief Technical Advisor (CTA), external consultants and other EP staffs. She/He will be part of the OCCA who is jointly responsible for day-to-day coordination and facilitation of the CCAI activities.

4. KEY TASKS

The incumbent performs the following tasks:

- Provides technical assistance and support in planning, implementing, supervising and monitoring the implementation of climate change activities;
- Collaborates with national partners (NMCs, national line agencies, national experts etc.) and international partners and organizations in relation to technical aspects, in establishing and maintaining partnerships; assists in planning and implementing activities on mainstreaming climate change into MRC programmes;
- Assists in providing technical and management support to activities and events under the CCAI, such as preparation of TORs, proposals, plans, reports, meetings, workshops, and training courses etc;
- Assists in preparation of progress reports and workplans on climate change activities and other routine reports as requested by MRCS and ENV management and the donors;
- Assists in planning and implementing technical activities on capacity building and awareness raising activities amongst MRC staff, various target groups in the MRC Member Countries (such as NMCs and line agencies) on climate change related issues;
- Monitors and assesses technical activities done by consultants, assists in engaging and selecting appropriate consultants and in assessing the technical quality of outputs related to climate change activities, and suggests changes or revisions as appropriate;
- Performs other duties as assigned by the Environment Division Director and CCAI Task Leader.

5. ACHIEVEMENT EXPECTATIONS

To effectively serve and meet the requirements of technical and administrative inputs to climate change activities under the CCAI and Environment Division, MRCS.

6. SCOPE OF AUTHORITY

- (a) **Supervision requirements:** The incumbent has no supervision mandate to the staff of the Office of Climate Change and Adaptation and 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 deliver qualified technical support under his/her respective activities.
- (c) **Level of problem solving required:** Problem solving is moderate 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.

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

- M.Sc. or higher degree in environmental science, preferably focusing on climate-related studies and environmental management;
- At least 7 years relevant experience from work related to environment and natural resources management, preferably linked to climate change and adaptations;
- Experience on technical work that can assist work on climate change adaptation such as modeling, impact assessment, risk assessment or within relevant topics such as water resources, wetlands, biodiversity, livelihoods, floods and droughts.
- 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;
- Experience from working with governmental institutions in developing countries with a focus on institutional strengthening and capacity building activities;
- 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 an advantage.

9. 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 Laos authorities, starting at US\$ 26,580.00 (M-11, step I); (ii) Monthly fluctuation and removable Devaluation Allowance (10% of basic salary for the month of July 2011); (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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