



ด่วนมาก  
ที่ ทส ๐๖๓๐/ ๑๓

เลขรับ	๒๖๖๖
วันที่	๑๑ มี.ค. ๒๕๕๕
ผู้รับ	๑๕๒๖๘

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

๓ มกราคม ๒๕๕๕

กองการเจ้าหน้าที่	
วันที่ 1.2	๓๑.๓. 2555 E 136
หน่วยงาน/ผู้รับผิดชอบเวลา 12.๐๒	
<input type="checkbox"/> กพบ.	<input type="checkbox"/> กขพ.
<input type="checkbox"/> ผบค.	<input type="checkbox"/> ผสป.
<input checked="" type="checkbox"/> ผบพ.	<input type="checkbox"/>

เรื่อง รับสมัครงานตำแหน่งต่างๆ ของ MRCS ๒ ตำแหน่ง

๑) เรียน อธิบดีกรมประชาสัมพันธ์

สิ่งที่ส่งมาด้วย สำเนาโทรสารสำนักงานเลขาธิการคณะกรรมการแม่น้ำโขง เลขที่ MK- OSV ๒๔๗/๑๑  
ลงวันที่ ๓๐ ธันวาคม ๒๕๕๔ พร้อมรายละเอียด Job Description รวมจำนวน ๘ หน้า

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

๑. Programme Coordinator แผนงานสิ่งแวดล้อม

๒. Climate Change and Adaptation Policy Programme Officer โครงการความริเริ่มการปรับตัวต่อการเปลี่ยนแปลงสภาพภูมิอากาศ

โดยผู้สมัครจะต้องมีคุณสมบัติตาม Job description ดังมีรายละเอียดปรากฏในสิ่งที่ส่งมาด้วย

กรมทรัพยากรน้ำ ในฐานะสำนักเลขาธิการคณะกรรมการแม่น้ำโขงแห่งชาติดไทย ซึ่งทำหน้าที่เป็นหน่วยประสานงานภายใต้กรอบความร่วมมือ MRC ของฝ่ายไทย จึงขอเชิญชวนเจ้าหน้าที่ผู้สนใจ และมีคุณสมบัติตรงตาม Job Description ซึ่งสามารถดูรายละเอียดและสามารถ Download MRC Personal History Form ได้จาก [www.mrcmekong.org](http://www.mrcmekong.org) และส่งใบสมัครพร้อมประวัติส่วนบุคคลและรูปถ่ายมายังกรมทรัพยากรน้ำ หรือทาง Email address : [tnmc@dwr.mail.go.th](mailto:tnmc@dwr.mail.go.th) ภายในวันที่ ๓๐ มกราคม ๒๕๕๕ ทั้งนี้ เพื่อกรมทรัพยากรน้ำจะได้ประสานการดำเนินการต่อไป

จึงเรียนมาเพื่อโปรดพิจารณา

๒) เรียน ผอ.สำนัก., ผอ.กอง และผู้ประสานงาน  
เพื่อโปรดทราบและกรุณาแจ้งให้เจ้าหน้าที่ ขอแสดงความนับถือ

ในสังกัดทราบโดยทั่วกันด้วย จะเห็นพระคุณสิ่ง

(นายกิตติศักดิ์ ทาณกุล)

๑ 2 มี.ค. 2555  
สำนักบริหารจัดการลุ่มน้ำโขง

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

(นายชัยพร ศิริพรไพฑูย์)  
รองอธิบดี ปฏิบัติราชการแทน  
อธิบดีกรมทรัพยากรน้ำ

๑๖



# 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 To Ngoun Road,  
P.O. Box 6101, Vientiane, Lao PDR  
Tel: (856-21) 263 263. Fax: (856-21) 263 264

## FACSIMILE

REF FAX NO: MK- OSV 247/11

Date: 30 December 2011

To: Facsimile No.: 662-298 6605

Number of page(s): 08

Bangkok, Thailand

(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.

- Programme Coordinator, Environment Programme, Environment Division
- Climate Change and Adaptation Policy Programme Officer, Climate Change and Adaptation Initiative (CAI) Programme, Environment Division

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](http://www.jobsdb.com), [www.jobthai.com](http://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 the applications is 30 January 2012. We would appreciate it if you could forward the applications to the MRCS by 13 February 2012 so that the recruitment can be processed according to its timeline.

Thank you for your continued support.

Yours sincerely,

Hans Guttman  
Chief Executive Officer  
Mekong River Commission 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. Environment Programme Coordinator**

*Environment Programme, Environment Division  
Post level: M-13*

### **2. Climate Change and Adaptation Policy Programme Officer**

*Climate Change and Adaptation Initiative (CCAI) Programme, 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 obtained at MRC website <http://www.mrcmekong.org>  
Women are encouraged to apply. Only short-listed candidates will be notified.

**Closing date for applications: 30 January 2012**

#### **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](mailto: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](mailto: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](mailto: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](mailto:vnmc.personnel@gmail.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  
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: December 2011

Title: Programme Coordinator  
Functional Title: Environment Programme Coordinator  
Division: Environment Division  
Programme: Environment  
Level: M-13<sup>1</sup> (Riparian Professional)  
Duration: One-year contract renewable  
Location: MRC Secretariat, Vientiane, Lao PDR  
Reporting to: Division Director, Environment Division

### 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 PROGRAMME

The overall goal of the Environment Programme 2011-2015 is the MRC Strategic Plan Goal: "*Member countries apply basin-wide IWRM approaches in national water and related sector frameworks and development programmes*". The **objective** of the Environment Programme responds to this Goal by providing environmental and social data and knowledge and efficient environmental cooperation mechanisms as necessary supporting instruments for the application of basin-wide IWRM approaches at national and regional level. Objective: "Basin management and development in the Lower Mekong Basin is guided by up to date environmental and social knowledge and efficient environmental management cooperation mechanisms".

### 3. JOB SUMMARY

Under supervision of the Division Director the Environment Programme Coordinator coordinates the activities of the MRC Environment Programme, including but not limited to allocation and administration the Programme budget and oversees all technical, financial and administrative aspects of Programme.

### 4. KEY TASKS

The incumbent performs the following tasks:

- Heading, under supervision of the Director of Environment Division, the Team of Environment Programme at the MRC Secretariat, including assessing and evaluating performance of programme staff against their job description as immediate supervisor;
- Managing and coordinating all technical, administrative and financial activities to ensure the effective and efficient implementation of the program in full compliance with all applicable development partner funding agreements, the Programme document and MRCS procedures and standards;

3/8

- Managing the programme's budget and preparing reports to the MRC governance structure, Director of Environment Division, and development partners;
- Preparing Terms of Reference and allocating budgets for employment of programme staff and consultants, and overseeing recruitment of staff, consultants and other service providers;
- Working closely with chief technical advisor of the programme to supervise the EP team to timely deliver the outputs and reports and to train and guide on the Programme's planning and implementation;
- Coordinating with and contributing to other MRC programmes, sections and initiatives to ensure mutual support to achieving the overall goals and objectives of the organization;
- Maintaining regular communication and close collaboration with and support to National Mekong Committees and their secretariats, and relevant line agencies in riparian countries;
- Closely coordinating with national and regional partners to support EP implementation for Member Countries;
- Undertaking general advocacy, promotion and dissemination of EP activities and its current outcome with stakeholders and civil society and support NMC EP coordinators in the same effort at national level;
- Undertaking liaison and exchanging information with other EP-related international and regional projects, programs and initiatives; and
- Performing any other duties to the coordination and management of EP implementation as assigned by the CEO and Director of Environment Division.

#### 5. ACHIEVEMENT EXPECTATIONS

To be developed.

#### 6. SCOPE OF AUTHORITY

- (a) **Supervision requirements:** The incumbent supervises Programme Staff and is responsible for their tasks, outputs, on-the-job training and performance appraisal, carried out in line with MRC guidelines.
- (b) **Level of autonomy:** Large decisions are generally recommendatory, unless in line with MRC policy. The incumbent administers the programme 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 organisation, and extensive written documentation is required of the 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.
- (c) **Managerial Competencies:** Vision, leadership, empowering others, building trust, managing performance, and judgement/decision-making.

#### 8. POST-SPECIFIC QUALIFICATIONS

- M.Sc or higher in environmental sciences, environment management, natural sciences or other related fields which demonstrating academic knowledge in environment and natural sciences, policy, legislation and management.

- At least 15 years relevant and diverse experiences in the environmental aspects including at least environmental research and studies, environmental and natural resources management, environment-related programme/project, environmental regulation at river sub-basin, river basin, national and regional level;
- At least 7 years experience in heading and supervising the team consisting at least 5 subordinates at work with an evidence of achievement;
- Experience with and good knowledge of the Mekong riparian countries and the Mekong River Basin and should have a proven experience of working in an international environment;
- Knowledge/experience in programme/project cycle management, planning, programming, execution, strategy formulation, project preparation and project management work including financial management, procurement of services, contracting and recruitment.
- Experience in project management, including preparation of, programme/project progress reports, annual work plans and budgets, financial and performance assessment of programme/project.
- Experience working for/with governmental institutions/academia at both technical and management level in riparian countries with a focus on institutional strengthening and capacity building activities;
- Excellent skill in communication enabling to express views, to analyse, assess and report the outputs and deliverables of programme implementation;
- Demonstrated ability to work and co-operate with colleagues and partners in a multicultural and international environment;
- High level of proficiency in written and spoken English demonstrating in written document/papers and presenting the deliverables. Working knowledge of one or more riparian languages required.

**9. SIGNATURES**

Incumbent: \_\_\_\_\_ ( \_\_\_\_\_ ) Date: \_\_\_\_\_

Division Director: \_\_\_\_\_ ( \_\_\_\_\_ ) Date: \_\_\_\_\_

**i 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\$ 45,664.00 (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) Contribution of MRC to Health and Accident insurances (on shared basis with employee); (v) 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 is up to maximum 6 years.

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



# Mekong River Commission

Office of the Secretariat in Phnom Penh (OSP)  
576 National Road, #2, Chok Angro 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

## JOB DESCRIPTION

Updated: December 2011

**Title:** Programme Officer  
**Functional Title:** Climate Change and Adaptation Policy  
**Programme/Division:** Climate Change and Adaptation Initiative (CCAI) Programme, Environment Division  
**Level:** M-11 (Riparian Professional)<sup>1</sup>  
**Duration:** One-year contract renewable  
**Location:** MRC Secretariat, Vientiane, Lao PDR  
**Reporting to:** Programme Coordinator, Climate Change and Adaptation Initiative (CCAI) 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

The Environment Division 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.

### 3. JOB SUMMARY

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

The Programme Officer will work in close collaboration with staff of the Office of Climate Change Adaptation (OCCA), external consultants and other MRCS staff when required. She/He will be part of the OCCA.

### 4. KEY TASKS

The incumbent performs the following tasks:

- Plans, implements and coordinates activities related to climate change and adaptation strategies and action plans at all levels local, national and regional; climate change and adaptation monitoring system and CCA status of the Mekong region;

- Establishes and maintains close collaboration with external partners and all MRC programmes to ensure the necessary outreach and cross-cutting implementation of activities related to CCAI strategies and action plans at all levels; climate change and adaptation monitoring system and CCAI status of the Mekong region;
- Assess the technical quality of activities, outputs and outcomes of climate change and adaptation strategies and action plans at all levels; climate change and adaptation monitoring system and climate change and adaptation status of the Mekong region;
- Provides technical inputs on climate change issues to assist the team in activities related to capacity building, demonstration projects, basin-wide pilots, communication, climate scenarios, vulnerability assessments, and adaptation strategies to climate change; etc.
- Provides technical inputs and organize information dissemination and experience sharing of the Climate Change and Adaptation Initiative, such as regional forums, workshop for launching of CCAI publications, etc.
- Provide technical and administrative assistance in preparation of ToRs, proposals, plans, reports, and training courses etc;
- Prepares progress reports and workplans on climate change activities and other routine reports etc;
- Initiates and maintains connections with organizations and projects involved with climate change related issues in the Greater Mekong Sub region;
- Performs other duties as assigned by the supervisor.

#### 5. ACHIEVEMENT EXPECTATIONS

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

#### 6. SCOPE OF AUTHORITY

- (a) **Supervision requirements:** The incumbent has no supervision mandate to the staff of the Environment Division, but is responsible for his/her outputs to be carried out in line with the Environment Division's requirements. .
- (b) **Level of autonomy:** Has no decisions making, but mainly provides technical support to his/her respective activities under the **Climate Change and Adaptation Initiative Programme**.
- (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 organisation, and extensive written documentation is required of the 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.
- (c) **Managerial Competencies:** Vision, leadership, empowering others, building trust, and managing performance.

#### 8. POST-SPECIFIC QUALIFICATIONS

- MSc or higher degree in public policy, environmental policy, development policy & practice or related fields, with focus on climate change and development policy;



- At least 10 years relevant experience from work related to development policy, strategic development, policy formulation and analysis, preferably linked to climate change and adaptation;
- 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 within development project planning, programming, execution, strategy formulation, project preparation and project management work, including preparation of annual work plans and budgets, and use of a logical framework for reporting, evaluating and monitoring. Experience from procurement of services and contracting is an advantage;
- 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**

The incumbent: \_\_\_\_\_ (date)

Supervisor: \_\_\_\_\_ (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\$ 28,467 (M-11, step I); (ii) Monthly fluctuation and removable Devaluation Allowance (10% of basic salary for the month of Oct 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 ADVERTISED LEVEL OF THE POST.