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เรียนมาก
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กรมประมงสัมพันธ์
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สำนักเลขาธิการคณะกรรมการแม่น้ำโขงแห่งชาติไทย
กรมทรัพยากรน้ำ

๑๘๐/๓ ถนนพระราม ๖ ซอย ๓๔

แขวงสามเสนใน เขตพญาไท
กรุงเทพฯ ๑๐๕๐๐

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ไทย	กองการเจ้าหน้าที่
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เรื่อง รับสมัครเจ้าหน้าที่ปฏิบัติงานตำแหน่ง Safety and Regulations Programme Officer

เรียน อธิบดีกรมประชาสัมพันธ์

สิ่งที่ส่งมาด้วย สำเนาโทรสารสำนักงานเลขาธิการคณะกรรมการแม่น้ำโขง เลขที่ MK- OSV ๐๒๕/๑๒
ลงวันที่ ๒๙ กุมภาพันธ์ ๒๕๕๕ พร้อมรายละเอียด Job Description รวมจำนวน ๖ หน้า

ด้วย สำนักงานเลขาธิการคณะกรรมการแม่น้ำโขง (Mekong River Commission Secretariat: MRCS) ประสงค์จะรับสมัครเจ้าหน้าที่ปฏิบัติงานที่กองปฏิบัติการ ตำแหน่ง Safety and Regulations Programme Officer แผนงานการเดินทางเรือ ณ MRCS กรุงเทพมหานคร ราชอาณาจักรกัมพูชา โดยผู้สมัครจะต้องมีคุณสมบัติตาม Job description ดังมีรายละเอียดปรากฏในสิ่งที่ส่งมาด้วย

กรมทรัพยากรน้ำ ในฐานะสำนักเลขาธิการคณะกรรมการแม่น้ำโขงแห่งชาติไทย ซึ่งทำหน้าที่เป็นหน่วยประสานงานภายใต้กรอบความร่วมมือ MRC ของฝ่ายไทย จึงขอเชิญชวนเจ้าหน้าที่ผู้สนใจ และมีคุณสมบัติตรงตาม Job Description ซึ่งสามารถดูรายละเอียดและสามารถ Download MRC Personal History Form ได้จาก www.mrcmekong.org และส่งใบสมัครพร้อมประวัติส่วนบุคคลและรูปถ่ายมายังกรมทรัพยากรน้ำ ตามที่อยู่ข้างต้น หรือทางจดหมายอิเล็กทรอนิกส์ tnmc@dwr.mail.go.th ซึ่งปิดรับสมัครในวันที่ ๒๙ มีนาคม ๒๕๕๕ ทั้งนี้ เพื่อกรมทรัพยากรน้ำจะได้ประสานการดำเนินการต่อไป

จึงเรียนมาเพื่อโปรดพิจารณา


ขอแสดงความนับถือ

(นายชัยพร ศิริพรไพฑูริย์)
รองอธิบดี ปฏิบัติราชการแทน
อธิบดีกรมทรัพยากรน้ำ

สำนักบริหารจัดการลุ่มน้ำโขง
โทร: ๐ ๒๒๗๑ ๖๐๐๐ ต่อ ๖๖๑๗
โทรสาร. ๐ ๒๒๔๘ ๖๖๐๕

รับที่ ๓
วันที่ 3 มี.ก. 2555

เรียน ผอ.สำนัก/ผอ.กอง. ผชช. และหัวหน้าหน่วยงาน
เพื่อโปรดทราบและแจ้งเวียนข้าราชการในสังกัด
ทราบโดยทั่วกัน จะเป็นพระคุณยิ่ง


(นายกิตติศักดิ์ หาญกล้า)

อกจ.

๑๔ มี.ค. ๕๕



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

เลขที่รับที่ ๘๕๖
วันที่ ๑๖/๐๒/๒๐๑๒
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FACSIMILE

REF FAX NO: MK- OSV 025/12	Date: 29 February 2012
To: Facsimile No.: 662-298 6605	Number of page(s): 06
Bangkok, Thailand	(including this page)

Dear Sir,

Subject: Vacancy announcement for the position of Safety and Regulations Programme Officer

The MRC Secretariat would like to announce the position of Safety and Regulations Programme Officer attached to the Navigation Programme (NAP), Operations 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, 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 29 March 2012. We would appreciate it if you could forward the applications to the MRCS by 12 April 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 a highly qualified candidate for the position of

Safety and Regulations Programme Officer *Navigation Programme (NAP), Operations Division* *Post level: M-11*

The Programme Officer (Safety and Regulations) will be responsible for implementing key activities of the following Components of the Navigation Programme 2 Legal Framework for Cross Border Navigation; Programme 3 Traffic Safety and Environmental Sustainability; and Programme 4 Information, Coordination and Promotion. She/He will work in close collaboration with the NAP Programme Coordinator, CIA and other managerial and professional staff of the NAP and the MRCS, NMCS and concerned national line agencies and other relevant international/regional institutions. The position is based at the Office of the MRC Secretariat in Phnom Penh, Cambodia.

The job description and other information can be obtained at MRC website <http://www.mrcmekong.org/working-with-mrc/employment>. Qualified female candidates are encouraged to apply. Only short-listed candidates will be notified.

Closing date for applications: 29 March 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

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: tunc@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: February 2012

Title:	Programme Officer
Functional Title:	Safety and Regulations Programme Officer
Programme/ Division:	Navigation Programme (NAP), Operations Division
Level of post:	M11 (Riparian Professional staff)
Duty station:	MRC Secretariat in Phnom Penh, Cambodia
Reporting to:	Navigation Programme Coordinator

1. THE MEKONG RIVER COMMISSION

The Mekong River Commission (MRC) was established by the 1995 Agreement on Cooperation for the Sustainable Development of the Mekong River Basin, between the governments of Cambodia, Laos, Thailand and Vietnam. 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 OPERATIONS DIVISION AND THE NAVIGATION PROGRAMME

The Operations Division is charged with managing the implementation of the various Programmes: the Agriculture and Irrigation Programme (AIP), the Drought Management Programme (DMP), the Fisheries Programme (FP), and the Navigation Programme (NAP). These programmes focus on specific sectors and address regional issues that are significant to the management of the entire Mekong River Basin. While the programmes have a regional focus, they also complement and support initiatives at the national and trans-boundary levels.

THE NAVIGATION PROGRAMME

The Navigation Programme (NAP) aims are to improve inland water transportation and maritime navigation on the Mekong River, to increase international trade and enhance communication with remote villages, both for transport of goods and people. The programme addresses issues as diverse as regional transport planning and the comparative advantages of waterborne transport, a new legal framework for Mekong navigation, measures to strengthen safety and environmental protection, improved information and coordination systems and institutional development through capacity and partnership building within the navigation sector. In addition, the programme will seek to develop national and regional management capacities, not only to ensure that it is implemented but also to strengthen the voice and role of the navigation sector in national and regional development planning. Management capacities will be enhanced within the national line agencies as well as ports and waterway administrations. Decisive steps will be taken towards establishing close partnerships between public and private stakeholders. The programme applies a holistic and integrated approach to navigation development. Environmental, social, economic and technical

aspects are well balanced to accommodate the strong call for development while ensuring that development is sustainable.

The Navigation Programme commenced in 2006 and the current document runs until December 2012. The New Navigation Programme, which is currently being formulated, will cover the years 2013-2105 to be in line with the MRC Strategic Plan. About 40 % of the 2006-2012 programme activities which were unfunded will be incorporated into the New NAP. The goals and milestones of the MRC Strategic Plan 2011 – 2015 will be taken into consideration when preparing the next Navigation Programme. Formulation of the new Navigation Programme is presently underway and will be submitted to the August Joint Committee Meeting in 2012.

3. JOB SUMMARY

Under the overall supervision of the Director of the Operations Division and the direct supervision of the Navigation Programme Coordinator the Programme Officer (Safety and Regulations) is responsible for implementing key activities of the following Components of the Navigation Programme, 2. Legal Framework for Cross Border Navigation, 3. Traffic Safety and Environmental Sustainability, and 4. Information, Coordination and Promotion. She/He will work in close collaboration with the NAP Programme Coordinator, CTA and other managerial and professional staff of the NAP and the MRCS, NMCS and concerned national line agencies and other relevant international/regional institutions.

4. KEY TASKS

The incumbent performs the following tasks:

- Implement and coordinate projects under Component 2. Legal Framework for Cross Border Navigation, Component 3. Traffic Safety and Environmental Sustainability, and Component 4. Information, Coordination and Promotion of Navigation Programme including technical, administrative and financial activities, organizing and facilitating component implementation plans, technical studies, training, etc.

Assist in the improvement of safety and environmental protection in ports and inland navigation;

Assist in improving the legal framework for domestic, cross border and international inland transport in the MRC Member Countries, including working on rules and regulations;

Assist in developing action plans for prevention and mitigation including formulating rules and regulation on waterway safety and carriage of dangerous goods under 'Phase 2: Implementation Strategy for Sustainable Management of Dangerous Goods'. Implement the recommendations made in the Risk Assessment;

Assist in the analysis of the waterway characteristics and identification of hazards to improve waterway safety in the MRC Member Countries;

Identify the need for short-term consultancies within the available budget, to plan and steer these consultancies. Prepare TORs for consultancies as and when needed. Assist, supervises and evaluates the local and international firms and consultants engaged in the implementation of the project activities assigned;

- Organize workshops, seminars and training programmes related to waterway safety, legal framework and environmental protection for inland navigation. Provide technical inputs to these activities. Provide guidance on the planning and implementation of the training programmes;

- Be in charge of financial planning and of controlling the use of funds.

Assist, supervise and evaluate consultants engaged in the implementation of the project activities assigned

Work with the NMCs and national line agencies in the member countries to ensure participation of appropriate line agencies in the implementation of this component

Control the Terms of Reference and budgets for sub-contracts with line agencies

- Preparation of reports such as progress, activity and financial reports, internal performance assessment for projects related to waterway safety, legal framework and environmental protection
- Perform other related duties as may be assigned by the NAP Coordinator or OPD Director.

5. SCOPE OF AUTHORITY

1. **Supervision requirements:** The Programme Officer (Safety and Regulations) does not supervise any staff.
2. **Level of autonomy:** Decisions are generally recommendatory in line with MRC policy
3. **Level of problem solving required:** An ability to think creatively and solve complex problems is required.
4. **Level and type of communications required:** Communications are wide, both within and outside of the organisation. High level in reporting writing skill is required.

6. 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.

7. POST-SPECIFIC QUALIFICATIONS

- A minimum of 10 years experience relevant professional experience in inland and/or maritime navigation, waterway safety, environmental management, project management and engineering;
- At least a Master degree in one or more of the following disciplines: maritime and/or inland transport, transport planning, waterway safety, risk management in port and navigation operations;
- Knowledge of navigation (both in administration and in operations), shipping rules and regulations, aids to navigation, international transport regulations, environmental protection, safety and training, cargo handling, and transport of dangerous goods,
Experience and knowledge of working on inland Navigation, besides Maritime Navigation.
- Knowledge of safety and environmental protection is preferable;
- Knowledge of the existing risks associated with inland navigation in the Lower Mekong Basin. Knowledge of institutional arrangements of the agencies in the Lower Mekong Basin, dealing with inland navigation, safety and environmental protection.
- Competent in using computer software such as word processing, spreadsheets and project management.

Language: Fluency in English both written and spoken and one riparian language is a must.

8. SIGNATURES

Incumbent: _____ () _____ (date)

Supervisor: _____ () _____ (date)

¹ Brief information on remuneration

The remuneration package, *subject to change*, includes (i) annual net base salary exempt from tax by Cambodia authorities, starting at US\$ 28,467 (M-11, step 1); (ii) Monthly fluctuation and removable Devaluation Allowance (10% of basic salary for the month of Jan 12); (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.