

ด่วนที่สุด

ที่ ทส ๐๖๓๐/ ๐๖๒๕



กรมประชาสัมพันธ์
เลขรับ 16291
วันที่ 29/12/54
เวลา 15.07 น.

กรมทรัพยากรน้ำ

๑๘๐/๓ ถนนพระราม ๖ ซอย ๓๔
แขวงสามเสนใน เขตพญาไท
กรุงเทพฯ ๑๐๔๐๐

๒๗ ธันวาคม ๒๕๕๔

เรื่อง รับสมัครงานตำแหน่ง Water Utilization Specialist สำหรับแผนงานพัฒนาลุ่มน้ำของ MRCS

๑) เรียน อธิบดีกรมประชาสัมพันธ์

สิ่งที่ส่งมาด้วย สำเนาโทรสารสำนักงานเลขาธิการคณะกรรมการแม่น้ำโขง เลขที่ MK-OSV ๒๑๐/๑๑
ลงวันที่ ๑๙ ธันวาคม ๒๕๕๔ พร้อมรายละเอียด Job Description รวมจำนวน ๕ หน้า

ด้วย สำนักงานเลขาธิการคณะกรรมการแม่น้ำโขง (Mekong River Commission Secretariat : MRCS) มีความประสงค์จะรับสมัครงานตำแหน่ง Water Utilization Specialist สำหรับแผนงานพัฒนาลุ่มน้ำของ MRCS โดยผู้สมัครจะต้องมีคุณสมบัติตาม Job description ดังมีรายละเอียดปรากฏในสิ่งที่ส่งมาด้วย

กรมทรัพยากรน้ำ ในฐานะสำนักเลขาธิการคณะกรรมการแม่น้ำโขงแห่งชาติไทย ซึ่งทำหน้าที่เป็นหน่วยประสานงานภายใต้กรอบความร่วมมือ MRC ของฝ่ายไทย จึงขอเชิญชวนเจ้าหน้าที่ผู้สนใจและมีคุณสมบัติตรงตาม Job Description ซึ่งสามารถดูรายละเอียดและสามารถ Download MRC Personal History Form ได้จาก www.mrcmekong.org และส่งใบสมัครพร้อมประวัติส่วนบุคคล และรูปถ่ายมายังกรมทรัพยากรน้ำ หรือทาง Email address : tnmc@dwr.mail.go.th ภายในวันที่ ๑๖ มกราคม ๒๕๕๕ ทั้งนี้ เพื่อกรมทรัพยากรน้ำจะได้ประสานการดำเนินการต่อไป

จึงเรียนมาเพื่อโปรดพิจารณา

๗) - ดำเนินการตามเสนอ
Made Dimant
(นางเตือนใจ สิ้นธุวนิก)
รปส.
4 ม.ค. 2555

๘) เรียน รปส. (นางเตือนใจ)
เกี่ยวกับเรื่องนี้ เห็นสมควรมอบ สลก. แจงเวียนให้ทราบทั่วกัน
จึงเรียนมาเพื่อโปรดพิจารณา หากเห็นชอบตามเสนอกรุณาสั่งการ
Made Dimant
(นายเสมอ นิมเงิน)
สกก.
๓๐ ธ.ค. ๕๔

ขอแสดงความนับถือ
Made Dimant
(นายชัยพร ศิริพรไพฑูริย์)
รองอธิบดี ปฏิบัติราชการแทน
อธิบดีกรมทรัพยากรน้ำ

สำนักบริหารจัดการลุ่มน้ำโขง
โทร. ๐ ๒๒๗๑ ๖๐๐๐ ต่อ ๖๖๑๗, โทรสาร. ๐ ๒๒๗๘ ๖๖๐๕

๘) ที่ นร ๐๒๐๑.๐๑/ว ๒๐
เรียน ผอ.สำนัก, ผอ.กอง และหัวหน้าหน่วยงาน เพื่อโปรดทราบ

๙) *Made Dimant*
รปส. (นางเตือนใจ สิ้นธุวนิก)..... 13

Made Dimant
(นางจันทร์พัก สุพรรณรัตน์)
ร.ลนท. (๖ ม.ค. ๕๕)



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

FACSIMILE

REF FAX NO: MK- OSV 236/11
To: Facsimile No.: 662-298 6605
Bangkok, Thailand

Date: 19 December 2011
Number of page(s): 05
(including this page)

Dear Sir,

Subject: Vacancy announcement for the position of Water Utilization Specialist for Basin Development Programme

The MRC Secretariat would like to announce the position of Water Utilization Specialist for Basin Development Programme attached to the Planning 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 16 January 2012. We would appreciate it if you could forward the applications to the MRCS by 30 January 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

Water Utilization Specialist

Basin Development Programme, Planning Division

Post level: M-11

The Water Utilization Specialist will be responsible for the coordination of the Procedures for the Maintenance of Flow on the Mainstream (PMFM) process and the Division's simulation modelling activities. The position is based at the Office of the MRC 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: 16 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

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 Tra, 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,
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: **Water Utilization Specialist**
Division: Planning Division
Level of post: **M – 11¹ (Riparian Professional Staff)**
Duration: One year contract renewable
Location: **MRC Secretariat, Vientiane, Lao PDR**
Reporting to: BDP Coordinator and M-IWRMP 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. Its mission 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 PLANNING DIVISION

The Planning Division implements the MRC's core programmes: Basin Development Plan (BDP) Programme, the Mekong Integrated Water Resources Management Project (Mekong IWRM Project) and sector programmes (Initiative for Sustainable Hydropower and Watershed Management Project).

The Mekong IWRM Project supports the implementation of IWRM at the regional, transboundary and national levels. This includes the coordination of the implementation of the MRC water utilization procedures by the LMB countries together with MRC Programmes. The BDP Programme implements the core planning support function of the MRC and the Procedures for the Maintenance of Flow on the Mainstream (PMFM). During 2011-2015, the BDP Programme will support the implementation and updating of the IWRM-based Basin Development Strategy through a sustained basin planning process.

3. JOB SUMMARY

Under the overall guidance of the Director of the Planning Division and supervision of the Basin Development Plan Coordinator and the Mekong IWRM Project Coordinator (in consultation with the BDP Programme Coordinator), the Water Utilization Specialist will be responsible for the coordination of the PMFM process and the Division's simulation modelling activities.

4. KEY TASKS

The Water Utilization Specialist performs the following tasks:

- Coordinate, facilitate and support the implementation of the PMFM process, including the implementation of the agreed parts of the Technical Guidelines in a 'learning-by-doing approach';
- Work with national experts to identify and analyse options for getting to an agreement among the countries on monthly flow thresholds during the dry season for planning purposes;
- Collaborate with the modelling team of the Information and Knowledge Management Programme (IKMP) as required to make assessments in support of the PMFM process, as well as for other modelling activities of the Planning Division;
- Support the maintenance of the PMFM website by IKMP and conduct field surveys in support of the PMFM process and modeling studies;
- Provide technical advice in relation to data collection to the MRC Programmes and riparian counterpart agencies for the PMFM process and modelling studies;
- Organize and facilitate regional meetings (amongst others for the Technical Review Group) and prepare Minutes.
- Prepare reports on the PMFM process, modelling studies, and other routine technical reports, as required;
- Identify training needs and prepare training plans and training materials (manuals etc.) concerning to PMFM and modelling studies for NMCs, national line agencies and RBOs; and
- Report the progress of the PMFM to the Procedural and Policies Programme Officer of ICCS who coordinates implementation progress of the five MRC water utilization procedures;
- Work with programme officers of EP, IKMP and ICCS to provide inputs to the implementation of the other MRC water utilization procedures as required;
- Work closely with the CTAs of the BDP and the M-IWRMP on the finalization and/or implementation of the PMFM; and
- Perform any other duties related to your field of expertise as assigned by the Programme Coordinators of the BDP and M-IWRMP and Director of Planning Division.

5. THE SCOPE OF AUTHORITY

- (a) **Supervision requirements:** None.
- (b) **Level of autonomy:** Decision-making is largely recommendatory.
- (c) **Level of problem solving required:** Problem solving is technically (and politically) complex and the incumbent must display sensitivity and creativity. A high level of technical water-related analysis and modelling is required.
- (d) **Level and type of communications required:** Communications are wide, both within and outside of the organisation. A high level of communication skill, both spoken and written is essential.

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 judgment/decision-making.

7. POST-SPECIFIC QUALIFICATIONS

- Master's or higher degree(s) related to water and land resources planning (hydrology, water resources management, irrigation, flood management, hydropower, or other related field);
- Ten years varied experience in the water sector, including developing and running models;
- Good knowledge of the hydrology of the Mekong River Basin and knowledgeable on the application of IWRM at the sub-basin, national and Mekong basin level;
- Familiarity with the MRC and basin planning, including the recent scenario assessments under the BDP2;
- Good organizational and analytical skills; and
- Fluency in written and spoken English.

8. SIGNATURES

Incumbent: _____ () Date: _____

Division Director: _____ () 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\$ 28,467.00 (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 ADVERTIZED LEVEL OF THE POST.