

# ความเสถียร

## ต้นฉบับ

ฝ่ายบริหารทั่วไป(สส.ก. รับเอกสารจากภายนอก) รับที่ ขป 2910

วันที่ 5 มี.ค. 2556

เรื่อง รับสมัครเจ้าหน้าที่เพื่อปฏิบัติงาน ณ สำนักงานเลขาธิการคณะกรรมการแม่น้ำโขง(MRCS)

พ. 1356/อ.รค

เรียน ผส.บก.	วันที่กำหนด
<input checked="" type="checkbox"/> เพื่อโปรดพิจารณา <input type="checkbox"/> เพื่อโปรดดำเนินการ <input type="checkbox"/> เพื่อโปรดทราบ	วันที่ 11 มี.ค. 56
หมายเหตุ	

โทรเยา เทศกาล

๐/ ๕

(นางสาวอรุณี พงษ์พรประเสริฐ)

ผบ.น. ปฏิบัติราชการแทน ผส.ก.

๕ มี.ค. ๒๕๕๖

สำเนา

เรื่อง ผส.บอ. ผส.รป.๕-๘ และเอกธ.

เพื่อโปรดพิจารณาขอไว้รออุทกภัย และจัดการ  
ของทส. MRCS มีดก. Project Beneficiary of  
Mekong-Integrated Water Resources Management  
Project

ส.รค

(นายสมเกียรติ ประจำวงษ์)

ผส.บก.

๕ มี.ค. ๒๕๕๖

เรียน ผอ.ล้ง, ผอ.ม.ค, ผอ.ค.ม.อ.  
เพื่อโปรดพิจารณา

ส.รค

๕ มี.ค. ๕๖

(นายสมเจต พานทอง)

ผบ.น.รักษาราชการแทน ผส.บอ.

ส.รค

กรมชลประทาน
เลขรับ ๔๒ 2910/56
วันที่.....
เวลา.....

# ด่วนที่สุด

ที่ ทส ๐๖๓๐/๑.๒๖๐



เรื่อง รับสมัครเจ้าหน้าที่เพื่อปฏิบัติงาน ณ สำนักงานเลขาธิการคณะกรรมการแม่น้ำโขง (MRCS)

ถึง กรมชลประทาน

ด้วย สำนักงานเลขาธิการคณะกรรมการแม่น้ำโขง (Mekong River Commission Secretariat: MRCS) ได้ประกาศรับสมัครเจ้าหน้าที่เพื่อปฏิบัติงาน ตำแหน่ง Project Coordinator of Mekong-Integrated Water Resources Management Project: M-IWRM ของโครงการ M-IWRM กองวางแผน ณ MRCS นครหลวงเวียงจันทน์ สาธารณรัฐประชาธิปไตยประชาชนลาว

กรมทรัพยากรน้ำ จึงขอความอนุเคราะห์ประชาสัมพันธ์ให้ผู้สนใจและมีคุณสมบัติตรงตาม Job Description ตามรายละเอียดที่แนบ ส่งใบสมัครพร้อมประวัติส่วนบุคคลและรูปถ่ายมายังสำนักบริหารจัดการลุ่มน้ำโขง กรมทรัพยากรน้ำ หรือทางจดหมายอิเล็กทรอนิกส์ [tnmc@dwr.mail.go.th](mailto:tnmc@dwr.mail.go.th) โดยสามารถดูรายละเอียดเพิ่มเติมและ Download MRC Personal History Form ได้จาก <http://www.mrcmekong.org/working-with-mrc/employment> ซึ่งจะปิดรับสมัครในวันที่ ๑๑ มีนาคม ๒๕๕๖ นี้



สำนักบริหารจัดการลุ่มน้ำโขง

โทร. ๐ ๒๒๓๑ ๖๐๐๐ ต่อ ๖๖๑๗

โทรสาร. ๐ ๒๒๙๘ ๖๖๐๕



# 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

สำนักงานบริหารจัดการลุ่มน้ำโขง  
เลขรับที่: ๗๐๑  
วันที่: ๒๖ ก.พ. ๒๕๕๖  
เวลา: ๑๕.๐๗

กรมทรัพยากรน้ำ  
รับที่: ๐๑๗๘๓  
วันที่: ๒๖ ก.พ. ๒๕๕๖  
เวลา: ๑๐.๐๖ น.

## FACSIMILE

REF FAX NO: MK- OSV 041/13  
To: Facsimile No.: 662-298 6605  
Bangkok, Thailand

Date: 25 February 2013  
Number of page(s): 6  
(including this page)

Dear Sir,

**Subject: Vacancy announcement for the position of Project Coordinator (1<sup>st</sup> Re-announcement)**

The MRC Secretariat would like to announce an opening in the position of Project Coordinator attached to Mekong-Integrated Water Resources Management Project, 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](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 11 March 2013. We would appreciate it if you could forward the applications to the MRCS by 25 March 2013 so that the recruitment can be processed according to its timeline.

Thank you for your continued support.

Yours sincerely,

Satit Phromchai  
Officer-in-Charge  
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  
Chairman of the MRC Joint Committee for 2012-2013  
Thai National Mekong Committee  
Department of Water Resources  
180/3 Rama 6 Road, Soi Phibul Watana Building, Phayathai, Bangkok 10400 Thailand

เรียน ☐ ทน.ผด. ☐ ผอ.สพว. ☐ ผอ.ศสพ  
☐ ผอ.สนผ. ☐ ผอ.สบจ. ☐ ผอ.สบพ  
☐ ผอ.สพน. ☐ ผอ.สวพ. ☐ ผอ.สสพ  
☐ ผอ.สอน. ☐ ผอ.สพท.....  
☐ ผอ.กนก. ☐ ผอ.กพร. ☐ ผอ.กตบ  
☐ ผอ.กนช. ☐ ผอ.สบค. ☒ ผอ.สบข

(นายชาคริต คุวิบูลย์ศิลป์)  
ผู้อำนวยการสำนักบริหารกลาง  
๒๖ ก.พ. ๒๕๕๖  
1/6



## *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

### **Project Coordinator (Re-announcement)**

Division/Section : Mekong-Integrated Water Resources Management (M-IWRM) Project Planning Division  
Post Level : M-13  
Work location : Vientiane, Lao PDR  
Contract type/ Duration : Fixed-term appointment / One-year contract renewable

#### Responsibilities:

- Manage and coordinate all technical, administrative and financial activities to ensure the effective and efficient implementation of the project to achieve its objectives and in full compliance with all applicable donor funding agreements, the project document and MRCS procedures and standards;
- Ensure effective communications and coordination between the MRCS, World Bank, AusAID, National Mekong Committees and the National Oversight Committees for the synergies between the regional and the national and transboundary components of the project and joint learning
- Coordinate the MRC Programmes inputs to the detailed design, implementation and monitoring and performance management of the regional component of the project;
- Establish budget allocation and accountability mechanisms between Planning Division and concerned MRC Programmes to deliver regional component activities and outputs
- Coordinate advice on the implementation of 5 Transboundary Projects ensuring their compliance to the World Bank financial, reporting and technical requirements;
- Ensure that financial advances for the implementation of these projects are made in a timely and appropriate fashion, using the correct World Bank protocols

#### Qualifications/Requirements:

- MSc/MA or higher in development economics, water resources and natural resources planning/management or a related field with at least 15 years experience in Integrated Water Resources Management (IWRM) and in planning and administration of development projects in developing countries;
- 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 within development project design, planning, and execution/ management is a must;
- Practical experience in preparing and managing development projects and familiarity with public investments including loans are an advantage;
- Excellent organizational, coordination and communications skills are essential;
- Ability to work, cooperate in an international environment is a necessity;
- Fluency in English both spoken and written is required

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: 11 March 2013

**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) 218 508  
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.mekong@gmail.com](mailto:lnmc.mekong@gmail.com)

**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

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Office of the Chief Executive Officer  
184 Po Ngoun Road,  
P.O. Box 6101, Vientiane, Lao PDR  
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## JOB DESCRIPTION

Updated: November 2012

Title:	Project Coordinator
Functional Title:	Mekong-Integrated Water Resources Management (M-IWRM) Project Coordinator
Division:	Planning Division
Level of post:	M-13 <sup>1</sup> (Riparian Professional Staff)
Duration:	One year contract renewable
Location:	MRC Secretariat in Vientiane, Lao PDR
Reporting to:	Director, Planning Division, MRCS

### 1. THE MEKONG RIVER COMMISSION AND MRC SECRETARIAT

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 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. The position of Project Coordinator of the M-IWRM Project falls within the Planning Division of the Secretariat.

### 2. THE PLANNING DIVISION

The Planning Division works towards the implementation of MRC's core programmes including the Basin Development Plan (BDP) Programme, the Initiative for Sustainable Hydropower (ISH), the Watershed Management Project (WMP) and the Mekong Integrated Water Resources Management Project (Mekong-IWRM Project) – the follow up project of the Water Utilization Programme.

The Mekong-IWRM Project strengthens the enabling framework and capacity for IWRM in the Lower Mekong Basin, exploring and establishing MRC's role as a facilitator of significant water resources development projects, guided by IWRM principles. The project will be implemented at regional, national and transboundary levels, which form the three respective components of the project.

### 3. JOB SUMMARY

Under the overall supervision of the Chief Executive Officer of the Mekong River Commission Secretariat and direct supervision of the Director of Planning Division, the Mekong-IWRM Project Coordinator will be responsible for the overall management of the project, including all technical, administrative and financial aspects.

### 4. KEY TASKS

The incumbent will work with a Chief Technical Advisor to ensure the overall effective implementation of the project including the coordination of the project's three components to ensure synergies and the achievement of the project objectives and the management of the regional component. He/she performs the following tasks.

### ***Overall management and coordination of the Mekong-IWRM Project***

- Manage and coordinate all technical, administrative and financial activities to ensure the effective and efficient implementation of the project to achieve its objectives and in full compliance with all applicable donor funding agreements, the project document and MRCS procedures and standards;
- Ensure effective communications and coordination between the MRCS, World Bank, AusAID, National Mekong Committees and the National Oversight Committees for the synergies between the regional and the national and transboundary components of the project and joint learning;
- Develop guidelines, design processes and lead actions to synthesize component workplans into coherent Project Implementation Plan (PIP), to consolidate reporting and to implement the overall Project Performance Management Framework;
- Provide secretariat support for the Regional Oversight Committee (ROC) of the project including organizing meetings, taking notes, following up on the recommendations and decisions of the ROC and liaison between the ROC and National Oversight Committees through NMCSs and country focal points;
- Prepare progress reports and other updates on the overall project preparation by synthesizing regional and national progress as in accordance with MRCS procedures and donor requirements;
- Preparation of Terms of Reference (TOR) and budgets for employment of project staff and consultants, and recruitment of such staff and consultants;
- Coordinate and mobilise the resource and personnel requirements for the main activities of the project;
- Provide the project related information to the CEO, the National Mekong Committees Secretariats (NMCSs), and other related MRCS Programmes and National Implementing Agencies of the project;
- Liaise and exchange information with other related regional projects, programmes and initiatives;
- Undertake general advocacy, promotion and dissemination of the Mekong-IWRM-P and its outcome with stakeholders and support NMCSs and national focal points in the same efforts at national level;
- Perform any other duties related to the coordination and management of the project as assigned by the CEO and Director of Planning Division.

### ***Implementation of the regional component***

- Coordinate the MRC Programmes inputs to the detailed design, implementation and monitoring and performance management of the regional component of the project;
- Establish budget allocation and accountability mechanisms between Planning Division and concerned MRC Programmes to deliver regional component activities and outputs;
- Ensure the effective management of the regional component's funds and reporting to the CEO and the Development Partners;
- Ensure the close linkage of the regional component and the Mekong-IWRM-P in general with the BDP process and other MRC activities;
- Facilitate the support from relevant MRC Programmes to the national and transboundary components.

### ***Implementation of the transboundary component***

Coordinate advice on the implementation of 5 Transboundary Projects ensuring their compliance to the World Bank financial, reporting and technical requirements;

Ensure that financial advances for the implementation of these projects are made in a timely and appropriate fashion, using the correct World Bank protocols.

## 5. SCOPE OF AUTHORITY

- (a) **Supervision requirements:** The incumbent will supervise an international Chief Technical Advisor, an M&E Officer, a Procedures Officer, a Transboundary Projects Officer, and two administrative support staff.
- (b) **Level of autonomy:** Decision-making is final, subject to the cursory approval of the Division Director, if necessary.
- (c) **Level of problem solving required:** Problem solving is complex and the incumbent must display sensitivity, initiative and creativity.
- (d) **Level and type of communications required:** Communications are wide, both within and outside of the organisation, and a variety of written documentation is required of the position.

## 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, building trust, and judgement/decision-making.

## 7. POST-SPECIFIC QUALIFICATIONS

- MSc/MA or higher in development economics, water resources and natural resources planning/management or a related field with at least 15 years experience in Integrated Water Resources Management (IWRM) and in planning and administration of development projects in developing countries;
- 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 within development project design, planning, and execution/management is a must;
- Practical experience in preparing and managing development projects and familiarity with public investments including loans are an advantage;
- Excellent organizational, coordination and communications skills are essential;
- Ability to work, cooperate in an international environment is a necessity;
- Fluency in English both spoken and written is required.

### 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\$ 49,500.00 (M-13, step I); (ii) MRC's contribution to staff member's Provident Fund of 14% of basic salary upon completion of 3 years in service; (iii) Contribution of MRC to Health and Accident insurances (on shared basis with employee); (iv) 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.