

ด่วนมาก

ที่ ทส ๐๖๓๐/ว.๒๕๓



กรมป่าไม้
วันที่ ๑๑๗๖
วันที่ 14 มี.ค. 2556
เวลา.....

เอกสารเรื่องติดต่อการป่าไม้ระหว่างประเทศ
เลขที่ 770
วันที่ 14 มี.ค.
เวลา.....

เรื่อง ประชาสัมพันธ์การรับสมัครและคัดเลือกบุคคลเพื่อปฏิบัติงานตำแหน่ง Programme Officer for Donor Coordinator

ถึง กรมป่าไม้

ด้วย สำนักงานเลขาธิการคณะกรรมการแม่น้ำโขง (Mekong River Commission Secretariat: MRCS) ได้ประกาศรับสมัครเจ้าหน้าที่เพื่อปฏิบัติงาน ตำแหน่ง Programme Officer for Donor Coordinator เพื่อปฏิบัติงานฝ่ายติดต่อประสานงานระหว่างประเทศ ณ MRCS นครหลวงเวียงจันทน์ สาธารณรัฐประชาธิปไตยประชาชนลาว

กรมทรัพยากรน้ำ จึงขอความอนุเคราะห์ประชาสัมพันธ์ให้ผู้สนใจและมีคุณสมบัติตรงตาม Job Description ตามรายละเอียดที่แนบ ส่งใบสมัครพร้อมประวัติส่วนบุคคลและรูปถ่ายมายังสำนักบริหารจัดการลุ่มน้ำโขง กรมทรัพยากรน้ำ หรือทางจดหมายอิเล็กทรอนิกส์ tnmc@dwr.mail.go.th โดยสามารถดูรายละเอียดเพิ่มเติมและ Download MRC Personal History Form ได้จาก <http://www.mrcmekong.org/working-with-mrc/employment> ซึ่งจะปิดรับสมัครในวันที่ ๔ เมษายน ๒๕๕๖ นี้

สจ. สรป.

(นายสุชุม มิตตัสลา)

ผู้อำนวยการสำนักบริหารกลาง
๑๔ มี.ค. ๕๖



สำนักบริหารจัดการลุ่มน้ำโขง
โทร. ๐ ๒๒๗๑ ๖๐๐๐ ต่อ ๖๖๓๖
โทรสาร. ๐ ๒๒๙๘ ๖๖๐๕

สจ. อ. ๖๕๗

พ.๐๕๓๖๑๐๖๓๕๓๖

(นายฐานพงศ์ เรืองจิรวัง)

ผู้อำนวยการสำนักบริหารลุ่มน้ำโขงระหว่างประเทศ

พ.๐๕๓๖๑๐๖๓๕๓๖
(นางอภิญญา ขอร)
นักวิชาการป่าไม้ชำนาญการ
ผู้อำนวยการส่วนป่าไม้



Mekong River Commission

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Office of the Secretariat in Phnom Penh (OSP)
576 National Road, #12, 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 019/13

To: Facsimile No.: 662-298 6605

Bangkok, Thailand

Date: 4 March 2013

Number of page(s): 6
(including this page)

Dear Sir,

**Subject: Vacancy announcement for the position of Programme Officer for Donor
Coordination**

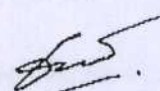
The MRC Secretariat would like to announce an opening in the position of Programme Officer for Donor Coordination attached to the International Cooperation and Communication Section. We would therefore like to forward to you the vacancy announcement and the job description for the above-mentioned position for your kind consideration and action.

The vacancy announcement will soon be advertised in The Nations 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 4 April 2013. We would appreciate it if you could forward the applications to the MRCS by 18 April 2013 so that the recruitment can be processed according to its timeline.

Thank you for your continued support.

Yours sincerely,


Pich Dun

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.สปร. ☐ ผอ.
☐ ผอ.สนท. ☐ ผอ.สพ. ☐ ผอ.
Yours sincerely, ☐ ผอ.สพท. ☐ ผอ.สวท. ☐ ผอ.
☐ ผอ.สอน. ☐ ผอ.สทท. ☐
☐ ผอ.กนก. ☐ ผอ.กทร. ☐ ผอ.
☐ ผอ.กนช. ☐ ผอ.สช. ☒ ผอ.

(นายชาคริต คุวิบูลย์ศิลป์)

ผู้อำนวยการสำนักบริหารกลาง

7 ส.ก. 2556



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

Programme Officer for Donor Coordination (Post level: M-11)

Division/Section : International Cooperation and Communication Section
Work location : Vientiane, Lao PDR
Contract type/ Duration : Fixed-term appointment / One-year contract renewable

Key Responsibilities:

- Coordination of all resources mobilisation efforts and reporting by the Secretariat;
- Prepare and coordinate Development Partners/Donor Meetings;
- Prepare Fundraising Document and Fundraising missions;
- Support new Agreements conclusion;
- Manage new pledges, commitments, new and active Agreements;
- Develop and maintain tools for Agreements management;
- Review and monitor of reports to Development Partners.

Qualifications/Requirements:

- At least Master university degree in political, economics, social sciences or related subject;
- At least ten (10) years of accumulated working experience in international cooperation. Professional experience in fund raising with a range of different donors is required;
- Professional experience within (or with) regional or international organisations is also required;
- Ability to read and summarise important information and meticulous attention to details;
- Ability to develop and deliver comprehensive presentations of the MRC's twelve technical programmes;
- Knowledge of the Aid Effectiveness process, donor coordination, planning development strategy and policy development, programme coordination is an asset;
- Knowledge of Southeast Asia's social, economic, cultural, political structures is desirable;
- Knowledge of natural resources management/ environmental awareness is desirable.
- Fluency in English, both written and spoken at editing level. Working knowledge of French would be an asset.
- Working knowledge of more than one riparian language is an asset.

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: 4 April 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:

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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

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

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

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

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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

Updated: February 2013

JOB DESCRIPTION

Title of Post:	Programme Officer
Functional Title:	Programme Officer for Donor Coordination
Division:	International Cooperation and Communication Section
Level of Post:	M-11' (Riparian Professional Staff)
Contract type:	Fixed-term appointment
Duration:	One year contract renewable
Duty Station:	MRC Secretariat, Vientiane, Lao PDR
Reporting to:	Chief, International Cooperation and Communication Section

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."

With the 1995 Mekong Agreement, the MRC was created as an inter-governmental body to serve the Mekong countries in realising their desires for economic prosperity, environmental soundness and social equity. This overall objective was reaffirmed at the First MRC Summit held on 5 April 2010 in Hua Hin, Thailand. The MRC Hua Hin Declaration, adopted in Hua Hin, reaffirmed the support of Heads of States to enhance and strengthen the working relationships with ASEAN, the GMS, the ADB, the World Bank, other Development Partners, civil society, the private sector and others.

2. THE INTERNATIONAL COOPERATION AND COMMUNICATION SECTION

The International Cooperation and Communication Section assists the CEO in strategy and policy development, governance, communications and coordination with MRC Development Partners. The MRC Development Partners are contributing with funding support ranging from USD 15 to 20 million annually. This substantial contribution represents approximately 90% of the annual budget of the whole organisation.

ICCS covers the key functions of formulation, monitoring implementation of the policies of the Strategic Plan, governance, communications, and cooperation with Development Partners, regional organizations and river basin organizations. ICCS is charged to meet the demand for better coordination, cooperation and communication with regional initiatives. ICCS has thus a key role in implementing the international and regional cooperation aspects of the MRC Hua Hin Declaration.

The incumbent will support the donor coordination work at ICCS thus contributing to strengthen the Development Partners' engagement in the MRC.

3. JOB SUMMARY

Under the immediate supervision of the Chief, International Cooperation and Communication Section, the Programme Officer will assist with Development Partner Cooperation.

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The Programme Officer:

- Supports and coordinates fund raising efforts of the MRC. This includes the improvement and preparation of fundraising document, the preparation of project proposals in close coordination with the Technical Coordination Unit and MRC Programmes;
- Manages contractual obligations emanating from funding agreements such as the follow-up of reporting requirements in order to ensure that reporting is done in a timely manner;
- Promotes alignment and harmonisation of aid provided by Development Partners in line with the MRC Roadmap for Aid Effectiveness and the Paris Declaration on Aid Effectiveness;
- Support the preparation of fundraising strategy including prioritisation of funding needs and search for new funding modalities and approaches (Carbon funds, IFIs, service fees; private sector foundations etc);
- Prepares funding agreements ensuring completeness in terms of content and substance, which includes but are not limited to organizing and co-ordinating documentation and reporting from these meetings;
- Develops and maintains a system for systematic reporting of MRCS fund raising effort to the Council, Joint Committee and MRC Secretariat;
- Manages existing donor relationships effectively and proactively, providing updates about programme progress as well as ensuring the timely delivery of high quality narrative reports;
- Develops involvement in programme cross-funding across the MRC programmes by monitoring internal agreements and working collaboratively as well as ensuring clear communication and information flow;
- Develops and maintains records on donor profiles, funding, pledges made and funding needs for MRC programmes and projects and prepares related documents to Senior Management, Joint Committee, Council Meetings, Donor Consultative Group Meetings and Informal Donor Meetings. The material produced may be used for fund-raising activities and approaches;
- Co-ordinates and analyses MRC issues and ensure that donors are sufficiently informed about MRC;
- Seeks new partnerships and opportunities to extend the MRC portfolio of donors;
- Supervises a Programme Assistant on a day-to-day work and provides guidance on developing an active database of potential donors;
- Performs other related duties as required.

4. KEY TASKS

The incumbent will assist in the development and implementation of MRC policies and strategies for international cooperation, in particular with Development Partners and regional initiatives.

The following tasks are provisional indications:

- Coordination of all resources mobilisation efforts and reporting by the Secretariat;
- Prepare and coordinate Development Partners/Donor Meetings;
- Prepare Fundraising Document and Fundraising missions;
- Support new Agreements conclusion;
- Manage new pledges, commitments, new and active Agreements;
- Develop and maintain tools for Agreements management;
- Review and monitor of reports to Development Partners;
- Develop and maintain donor harmonisation and alignment;
- Follow-up and monitor the implementation of signed agreements with Development Partners;
- Prepare briefing note on cooperation with Development Partners, major issues, challenges facing the region in the implementation of the financial and technical assistance;
- Develop and manage the fundraising documents, fundraising missions files and visits;
- Manage the Informal Donor Meeting and Donor Consultative Group meetings;
- Assist, communicate and advise on MRC policy development, major development outcomes and challenges in the region;
- Perform other duties as assigned by the Chief of ICCS.

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5. SCOPE OF AUTHORITY

- (a) **Supervision requirements:** The position has supervisory responsibilities of a Programme Assistant.
- (b) **Level of professionalism is required:** The incumbent needs to act with high degree of professionalism and sensitivity to the complexities of cross-cultural communication.
- (c) **Level of autonomy:** Decision-making is recommendatory, subject to the review and approval of others. The position carries limited financial autonomy.
- (d) **Level of problem solving required:** Solutions to problems require collection and analysis of information. The incumbent needs to demonstrate creativity and initiative. Sensitive protocol matters need to be identified and solution developed.
- (e) **Level and type of communications required:** The position involves wide communications, both within MRC and outside the organisation. Preparation of high-quality documents required.

6. COMPETENCE REQUIREMENTS

- (f) **Core Values:** Integrity, professionalism and respect for diversity.
- (g) **Core Competencies:** Communication, teamwork, planning and organising, accountability, creativity, client orientation, commitment to continuous learning, and technological awareness.

7. POST-SPECIFIC QUALIFICATIONS

- At least Master university degree in political, economics, social sciences or related subject;
- At least ten (10) years of accumulated working experience in international cooperation. Professional experience in fund raising with a range of different donors is required;
- Professional experience within (or with) regional or international organisations is also required;
- Ability to read and summarise important information and meticulous attention to details;
- Ability to develop and deliver comprehensive presentations of the MRC's twelve technical programmes;
- Knowledge of the Aid Effectiveness process, donor coordination, planning development strategy and policy development, programme coordination is an asset;
- Knowledge of Southeast Asia's social, economic, cultural, political structures is desirable;
- Knowledge of natural resources management/ environmental awareness is desirable.

Language: Fluency in English, both written and spoken at editing level. Working knowledge of French would be an asset. Working knowledge of more than one riparian language an asset.

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\$ 30,858.00 (M-11, 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 MRC'S RESERVES THE RIGHT TO APPOINT A CANDIDATE AT A LEVEL LOWER THAN THE ADVERTIZED LEVEL OF THE POST.