

ด่วนมาก

ที่ ทส ๐๖๓๐/ว. ๑๐๕๖



กรมป่าไม้
รับที่ 38109
วันที่ 26 ก.ย. 2556
เวลา.....

คำสั่งกรมป่าไม้ที่ ๒๗๒๐/ว. ๑๐๕๖
เลขที่ 2720
วันที่ 30 ก.ย. ๕๖
เวลา.....

เรื่อง ประชาสัมพันธ์การรับสมัครและคัดเลือกบุคคลเพื่อปฏิบัติงานตำแหน่ง Surveys and Infrastructure Programme Officer

ถึง กรมป่าไม้

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ด้วย สำนักงานเลขาธิการคณะกรรมการแม่น้ำโขง (Mekong River Commission Secretariat: MRCS) ได้ประกาศรับสมัครเจ้าหน้าที่เพื่อปฏิบัติงาน ตำแหน่ง Surveys and Infrastructure Programme Officer เพื่อปฏิบัติงาน ณ แผนงานการเดินเรือ กองปฏิบัติการ สำนักงานเลขาธิการคณะกรรมการแม่น้ำโขง กรุงเทพมหานคร ราชอาณาจักรกัมพูชา

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 ๑๖ ตุลาคม ๒๕๕๖ นี้



สว สรป.

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สำนักบริหารจัดการลุ่มน้ำโขง

โทร. ๐ ๒๒๗๑ ๖๐๐๐ ต่อ ๖๖๑๗

โทรสาร. ๐ ๒๒๗๘ ๖๖๐๕

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(นางสาวสุพัตรา เรืองศิริพันธ์)

ผู้อำนวยการสำนักบริหารลุ่มน้ำโขง กรมทรัพยากรน้ำ

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(นางสาวสุพัตรา เรืองศิริพันธ์)

ผู้อำนวยการสำนักบริหารลุ่มน้ำโขง กรมทรัพยากรน้ำ

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Mekong River Commission

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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),
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184 Fa Ngoum Road,
P.O. Box 6101, Vientiane, Lao PDR
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FACSIMILE

REF FAX NO: MK- OSV 208/13
To: Facsimile No.: 662-298 6605
Bangkok, Thailand

Date: 17 September 2013

Number of page(s): 7
(including this page)

สำนักงานจัดการลุ่มน้ำ
เลขที่ ๑๑๑
วันที่ ๑๗/๙/๑๓
เวลา ๑๕.๐๙ น.

Dear Sir,

Subject: Vacancy announcement for the position of Surveys and Infrastructure Programme Officer

The MRC Secretariat would like to announce an opening in the position of Surveys and Infrastructure Programme Officer attached to the Navigation Programme, 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 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 16 October 2013. We would appreciate it if you could forward the applications to the MRCS by 30 October 2013 so that the recruitment can be processed according to its timeline.

Thank you for your continued support.

Yours sincerely,

นายชัยพร ศิริพรโพบูลย์
รองอธิบดี ปฏิบัติราชการแทน

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(นายชัยพร ศิริพรโพบูลย์)
รองอธิบดี ปฏิบัติราชการแทน

Permanent Secretary/เลขาธิการ
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

Hans Guttman

Hans Guttman
Chief Executive Officer
Mekong River Commission Secretariat

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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

Surveys and Infrastructure Programme Officer

Division/Section	: Navigation Programme, Operations Division
Post Level	: M-10
Work location	: Phnom Penh, Cambodia
Contract type/ Duration	: Fixed-term appointment / One-year contract renewable

Key Responsibilities:

- Implement and coordinate the component projects of Navigation Programme Outcomes: 1. Regional Transport Planning, 2. Legal Framework for Cross Border Navigation, 3. Traffic Safety and Environmental Sustainability, and 4. Information, Coordination and Promotion, including technical, administrative and financial activities;
- Assist in the improvement of safety and environmental protection on inland navigation channels;
- Assist in implementing projects related to bathymetric and topographic surveys, mapping, and GIS;
- Assist in projects related to waterways infrastructure such as port construction, dredging, bank protections, hydropower and navigation locks, groins, etc.;
- Assist in improving the technical standards for domestic, cross border and international inland transport in the MRC Member Countries, including working on rules and regulations updated and harmonized;
- 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 as planned. Provide technical inputs to these activities. Provide guidance on the planning and implementation of the training programmes;
- Preparation of reports such as progress, activity and financial reports, internal performance assessment, component completion report, etc.

Qualifications/Requirements:

- A minimum of 7 years relevant professional experience in project management and infrastructure engineering, surveying;
- At least obtain a Bachelor degree in civil engineering in one or more of the following disciplines; transport, hydraulics, structural, geo-technical and/or mechanical or a related discipline;
- At least obtain a degree in waterways or waterborne transport infrastructure related fields;
- A very good knowledge of surveying and mapping;
- Knowledge of navigation (both in administration and in operations), hydraulics in waterways, morphology, sedimentology, navigation channel improvements and civil engineering of hydraulic structures hydrographic, shipping rules and regulations, aids to navigation, international transport regulations, transport planning, safety and training, cargo handling, shipbuilding, port and light dues and transshipments in general, and transport of dangerous goods and noxious substances;
- Knowledge of GIS is preferable;
- Knowledge of the physical characteristics of the Mekong River, and its suitability to navigation.
- Knowledge of institutional arrangements of the agencies in the Lower Mekong Basin, dealing with waterborne transport;
- Competent in using computer software such as word processing, spreadsheets and project management;
- Fluency in English both written and spoken and one riparian language is a must.

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Closing date for applications: 16 October 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) 218 506
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.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

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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Tel: (856-21) 263 263. Fax: (856-21) 263 264

JOB DESCRIPTION

Updated: August 2013

Title:	Programme Officer
Functional Title:	Programme Officer – Surveys and Infrastructure
Programme/ Division:	Navigation Programme (NAP), Operations Division
Level of post:	M-10 ¹ (Riparian Professional staff)
Contract type:	Fixed-term appointment
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 2013-2105 was guided by a number of external and internal drivers including, compliance with the MRC Navigation Strategy, alignment with the MRC SP 2011-

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2015 and Integrated Water Resources Management (IWRM)-based principles, new regional trends in the navigation sector, the move towards core functions and decentralization, cooperation with the other MRC programmes, and most importantly, the inputs by the Member Countries. It was considered and approved by the MRC Joint Committee at its thirty-sixth meeting held on 4 October 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 Navigation Programme Officer is responsible for implementing key activities of the Navigation Programme Outcomes: 1. Regional Transport Planning, 2. Legal Framework for Cross Border Navigation, 3. Traffic Safety and Environmental Sustainability, and 4. Information, Coordination and Promotion. He/She will work in close collaboration with the 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 the component projects of Navigation Programme Outcomes: 1. Regional Transport Planning, 2. Legal Framework for Cross Border Navigation, 3. Traffic Safety and Environmental Sustainability, and 4. Information, Coordination and Promotion, including technical, administrative and financial activities;
 - Assist in the improvement of safety and environmental protection on inland navigation channels;
 - Assist in implementing projects related to bathymetric and topographic surveys, mapping, and GIS;
 - Assist in projects related to waterways infrastructure such as port construction, dredging, bank protections, hydropower and navigation locks, groins, etc.;
 - Assist in improving the technical standards for domestic, cross border and international inland transport in the MRC Member Countries, including working on rules and regulations updated and harmonized;
 - 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 as planned. Provide technical inputs to these activities. Provide guidance on the planning and implementation of the training programmes;
- Preparation of reports such as progress, activity and financial reports, internal performance assessment, component completion report, etc.;
 - 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 (Infrastructure and Survey) 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.

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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 7 years relevant professional experience in project management and infrastructure engineering, surveying;
- At least obtain a Bachelor degree in civil engineering in one or more of the following disciplines; transport, hydraulics, structural, geo-technical and/or mechanical or a related discipline;
- At least obtain a degree in waterways or waterborne transport infrastructure related fields
- A very good knowledge of surveying and mapping
- Knowledge of navigation (both in administration and in operations), hydraulics in waterways, morphology, sedimentology, navigation channel improvements and civil engineering of hydraulic structures hydrographic, shipping rules and regulations, aids to navigation, international transport regulations, transport planning, safety and training, cargo handling, shipbuilding, port and light dues and transshipments in general, and transport of dangerous goods and noxious substances;
- Knowledge of GIS is preferable;
- Knowledge of the physical characteristics of the Mekong River, and its suitability to navigation. Knowledge of institutional arrangements of the agencies in the Lower Mekong Basin, dealing with waterborne transport;
- 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.

Signed: _____ NAP Coordinator Date: _____

Signed: _____ Director, OPD Date: _____

Signed: _____ Incumbent Date: _____

Remark: The duration of the Navigation Programme is 3 years starting from November 2013.

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\$ 24,834 (M-10, step 1); (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

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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 annually; (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.

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