Mekong River Commission
For Sustainable Development

เอกสารแนบ ๑

JOB DESCRIPTION – DIVISION DIRECTOR

Job Title:	**Director**
Division/Office:	**Planning Division**
Salary Level:	**M-14**
Date of Verification (if any):	**1 December 2021**

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, Lao PDR, Thailand and Viet Nam. The role of the MRC is to coordinate and promote cooperation in all fields of sustainable development, utilisation, management and conservation of the water and related resources of the Mekong River Basin.

The MRC Secretariat is the operational arm of the MRC. It provides technical and administrative services to the Joint Committee and the Council to achieve the MRC's mission.

VISION for the Mekong River Basin:

An economically prosperous, socially just and environmentally sound Mekong River Basin

VISION for the Mekong River Commission:

A world class, financially secure, International River Basin Organisation serving the Mekong countries to achieve the basin Vision

MISSION of the Mekong River Commission

To promote and coordinate sustainable management and development of water and related resources for the countries' mutual benefit and the people's well-being

MRCS values

- Integrity
- Transparency
- Mutual respect
- Professionalism
- Accountability
- Results orientation

2. JOB SUMMARY/JOB STATEMENT

The jobholder heads the Planning Division at the MRC Secretariat. He or she is responsible for the overall coordination, planning, execution and management of the Planning Division, including technical, financial, and administrative aspects. The position oversees the implementation of MRC's core river basin management functions related to basin-wide assessment (CRBMF 2), planning support (CRBMF 3) and implementation of MRC procedures (CRBMF 5). He or she contributes to the strengthening of regional-national links in MRC's activities. As a member of the senior management team, composed of the CEO and all 4 directors, at the MRC Secretariat, he or she assists the CEO in fostering mutual understanding and cooperation between Member Countries, as well as the overall smooth organisational change and transition to the new structure and mode of operations.

3. MAIN TASKS AND RESPONSIBILITIES

3.1. Functional Management

Planning

- Oversee the update/formulation of the IWRM-based Basin Development Strategy, other related basin-wide water sector related strategies, the Mekong Adaptation Strategy and Action Plan, and contributes to the preparation the MRC 5-year strategic plan in collaboration with other divisions and under the overall supervision of the CEO;
- Oversee the coordinated implementation of the MRC Procedures, including the Joint Platform, in support of the Member Countries' cooperation;
- Contributes to the preparation of the MRC annual work plans in collaboration with other Divisions and under the overall supervision of the CEO;
- Lead the preparation of the Division's annual work plans, including unit's budget and M&E and reporting;

Implementation and coordination of activities

- Responsible for the execution of the activities of the Division, to ensure that appropriate institutional mechanisms and participatory processes are in place for the implementation of the Division's activities and to achieve the SP outcomes, outputs as assigned to the Division;
- Initiate and enhance active cooperation with other divisions and with related Member Country agencies to ensure integration, organisational synergies and efficient delivery of the strategic plan;

Monitoring operational performance

- Ensure the division's outputs and outcomes indicators are achieved against target;
- Monitor and report on the progress of the Division activities against the defined targets;
- Ensure timely preparation of the required reports and other relevant documents;
- Decide on adjustments of the Division work plans within the allocated resources to ensure timely implementation of the overall MRC annual work plan, and propose major adjustments to the CEO and Budget Committee if needed;

Budget management

- Manage the Division's budget;
- Actively support the CEO in mobilizing additional financial resources required for the implementation of the Division's activities in line with the MRCS framework, as stated in the SP/AWP;

Technical expertise

- Ensure timely provision of technical expertise of the Division to relevant Divisions, other MRC bodies and Member Countries (NMC's, line agencies) within the MRC cooperation framework;
- With support of the Division's technical experts, assist the CEO in the preparation of technical issues for the MRC governance meetings and participate in meetings on demand;

Relation management and advocacy

- Support the CEO to develop and maintain good working relations within the MRCS, with Member Countries and other stakeholders on technical issues within the MRC cooperation framework and in line with the MRC communication strategy;
- Undertake policy advocacy and promotion and dissemination of the Division's work to strengthen engagement of policy makers and stakeholders in the sustainable development of the Basin, with technical support from Communication Officers;
- Facilitate problem solving and consensus processes within the Division and between the MRCS and Member Countries;

Core functions decentralisation

- Lead the preparation of decentralisation plans for activities to be decentralised within the Division and ensure their effective implementation and reporting as required;
- Ensure responsible staffs in the Division contribute to the development and implementation of the M&E and reporting mechanism of the decentralisation.

3.2. Staff Management

- Ensure timely and effective recruitment of qualified staff and mobilization of personnel and resources required, in cooperation with Human Resources team;
- Actively develop good working environment and team work culture for staff of the Division;
- Plan staff development activities based on the annual performance appraisals and ensure overall career development for the Division staff;

3.3. Advisory Support to the CEO

- Provide political advice to the CEO;
- Promote mutual understanding between national and regional perspectives;
- Assist the CEO in addressing matters raised by the MRC governance bodies that are within the scope of activity of the respective Division.

4. SCOPE OF AUTHORITY

a) Supervision requirements: The job holder directly supervises all staff and consultants in the division. S/he is responsible for conducting staff's performance appraisal review, as well as their capacity and career development, in accordance with the MRC guidelines.
b) Level of autonomy: Decision making follows defined procedures. The position administers and manages the Division's budget, and has responsibility for ensuring the financial accountability of MRC.
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, within and outside the organisation, and require considerable oral and written skills.

5. QUALIFICATION REQUIREMENTS

Certificate	• Master or higher degree in development studies, water/natural resources planning, law, public administration, organisational development, economics, management or any other related field
Additional certificates	• TOEIC certificate with 800 points and over is required. An equivalent internationally recognized certificate or a university degree from an internationally recognized academic institution whose instruction is in English may also be considered.
Experience	• Minimum 15 years experience in policy, institutional and capacity development in the field of natural resources management, IWRM and/or related fields; • Strong management and leadership skills (at least 8 years of proven leadership experience); • Proven experience of working in an international environment.

6. COMPETENCIES

Required Core Competency	Level (1-3) 1 = Required 2 = Desirable 3 = Optional
Knowledge	
Policy and institutional framework and planning systems for natural resources and river basin management in LMB countries	1
Integrated water resources management	1

Programme/project planning, execution and management	2
River basin planning	2
Policy and institutional framework and planning systems for natural resources and river basin management in LMB countries	1
Skills	
Excellent command of spoken and written English	1
Project planning and management	1
Communication	1
Reasoning & negotiation skills	1

Attitudes	
Leadership and vision	1
Strong willingness and ability to work inter-disciplinarily	1
Willingness to travel within and outside the region	2

7. REMUNERATION

The remuneration package, subject to change, includes:

Remuneration:

- Annual net base salary exempts from tax by Lao authorities, starting at US$ 64,674 (M-14, step I) with a living cost of 5% of the base salary
- Non-residential staff members who are relocated to the duty station (Vientiane, Lao PDR or Phnom Penh, Cambodia) are granted with 7% on the post adjustment and 7% on hardship allowances annually, and a rental subsidy of USD500 monthly.

Benefits:

- The MRC's contribution to staff member's Provident Fund (pension fund) of 14% of base salary per annum;
- Coverage of health insurance for staff and eligible dependents, and accident insurance (on a shared basis with the employee) for staff;
- Other entitlements and benefits such as dependency allowance (USD40/dependent), annual leave (30 days per year), sick leave (30 days per year), special leave with pay, maternity and paternity leaves, education grant (75% of maximum USD12,000 per an eligible child for non-residential staff and 5% of the base salary for resident staff), annual health check (subject to budget availability), annual vaccination including Covid-19 vaccines, and more;
- Non-resident staff members who are relocated to the duty station (Vientiane or Phnom Penh) are granted with a subsidized home leave, shipment of personal effects to and from the duty station up on joining and conclusion of service with the MRC Secretariat.

All MRC Secretariat staff members are subject to a six-month probationary period.

The duration of the assignment of MRC Riparian Professional Staff is up to maximum six years according to the 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.

8.REMARKS: The Job Description is subject to revisions by the MRC.

9. INCUMBENT'S SIGNATURE: _____ _____ (date)