



# Mekong River Commission

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## JOB DESCRIPTION

Job Title	<b>Administration and Finance Assistant</b>
Division	Regional Flood Management and Mitigation Centre - Technical Support Division
Wage Category	M-8
Report to	Head - RFMMC
Job Code	
Date of verification	December 2016
Duty Station	MRC Regional Flood Management and Mitigation Centre – Phnom Penh, Cambodia

### 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, Lao PDR, Thailand and Viet Nam. The role of the MRC is to coordinate and promote cooperation in all fields of sustainable development, utilization, 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

## 1. Job Summary / Job Statement

The Administrative Assistant cum Financial Assistant will provide both administrative and financial assistance to the RFMMC and is to report to the Head of the RFMMC. This position will work closely with the MRCS Administrative and Financial Teams in OSV on all rules and procedures related to administrative and financial matters.

## 2. Key expected performance indicators (KPIs)

### 2.1 MRC Outputs oriented KPIs:

#### **Administrative**

- Make sure all administrative work related to staff travelling, staff assets under MRCS' support for protocol registration, work related documents preparation, work related visa, associated work logistics, work related bookings for air tickets and accommodations, etc. are planned for, prepared, organized, carried out and/or timely, effectively and efficiently assisted.
- Make sure RFMMC filing systems, both in hard copies and in electronic files (personnel, financial, procurement, logistic, etc.) are well maintained, updated and accessible for utility.
- Make sure all RFMMC staff having MRCS ID cards and business name cards.
- Make sure RFMMC staff fulfil correctly, timely and adequately requested time-sheets, stand-up meetings, or other formalities that may incur.
- Provide support to follow up on requested Human resource management and development activities as and when necessary for the RFMMC.
- Perform other relevant administrative duties as and when requested.

#### **Financial work:**

##### ***Fund management:***

- Make sure all RFMMC's fund requests, receipts, payment requests, purchase orders, and other financial related requests are well monitored and filed.
- Make sure MRC's bank accounts and credit cards for RFMMC information well recorded and updated (incoming, out-going, interests, bank charges, exchange rates, monthly statements, etc.).

##### ***Account payable and petty cash:***

- Make sure payment of advances, advances settlements, travel advances, office supplies, services are prepared or settled in a most accurately, timely, and responsive manner to RFMMC staff members and consultants.
- Be responsible for the maintaining of a petty cash box of USD1000 and operate all related tasks related to deposits, settlement, log-book registration etc. following MRCS financial rules and regulations.

##### ***Procurement:***

- Make sure procurement process have adequate and effective support including bid announcement, bid opening, and bid evaluation.
- Make sure procurement templates, vendor lists, reference lists for price and quality are correct, updated, available and accessible to MRCS in general and to RFMMC staff and consultants.
- Undertake administrative arrangements to facilitate shipment and receipt of office and project equipment and household/personal effects of RFMMC staff as

- appropriate.
  - Support Maintenance Technician to keep record of RFMMC’s fixed-assets registration of newly purchased goods and ensure registration is done before preparing request for payment to suppliers.
  - Establishes and maintains supplies and procurement records and files.
- 2.2 Competency KPIs:**
- **Strategic-organizational:** Work in an effective and efficient manner and be aware of the carbon footprint to be minimized at MRCS. Consider RFMMC’s smooth and effective administrative and financial operation the goal of the work and that all RFMMC staff and visitors/experts receive adequate and timely related administrative and financial assistance. Be responsive to emerging work that need to be solved under these assigned tasks.
  - **Methods, technique:** Well-functioning multi-tasking to manage the work in a most timely, precisely, effective and efficient manner.
  - **Personal-social factor:** show efficiency in managing daily work and collaborate and support other team members to accomplish daily tasks.
- 2.3 Behaviour KPIs**
- Be punctual, detail oriented, professional and committed to MRC RFMMC
  - Be accountable to the MRC RFMMC, the MRC, and the MCs
  - Be cooperative and supportive to all staff members
  - Output-oriented, diplomatic and culturally sensitive
  - Be ethical and follow closely MRC Oath of the Office.
  - Follow MRCS Rules and Procedures.

**3. Required competencies:**

<b>Knowledge</b>	Level (1-3) 1 = Required 2 = Desirable 3 = Optional
Sound knowledge of office procures and rules	1
Basic bookkeeping theories and practices	1
Administrative management knowledge	1

<b>Skills</b>	Level (1-3) 1 = Required 2 = Desirable 3 = Optional
Word processing software including advance Microsoft Word and Excel	1
Computer literate, good knowledge of computerized accounting software	1
Excellent command of spoken and written English	1
Strong interpersonal skills and team work	2
Communication	2
Priority setting	2

<b>Attitudes</b>	<b>Level (1-3)</b> 1 = Required 2 = Desirable 3 = Optional
Service oriented	1
Commitment to continuous learning	2
Honest, accurate, systematic, proactive and committed to timeframe	2
Ability to work independently and cooperate in an international environment	2

#### **4. Scope of Authority**

<p><b>a. Supervision requirements:</b> The incumbent does not supervise any staff.</p> <p><b>b. Level of autonomy:</b> Decision making follows defined procedures. The position does not administer a budget but prepares budgetary information for approval by the supervisor.</p> <p><b>c. Level of problem solving required:</b> Problem solving is often based on pre-determined methods, but initiative and problem solving skills are required.</p> <p><b>Level and type of communications required:</b> Communications are wide, both within and outside of the organisation and includes a variety of written documentation.</p>
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#### **5. Qualification requirements**

Certificate	- University diploma or higher in finance and/or administration management or other related subjects
Additional certificates	- TOEIC certificate with 400 points and over is required. An equivalent internationally recognized certificate may also be considered.
Experience	<ul style="list-style-type: none"> <li>- Minimum 4 years of experience in Financial and Administrative after graduation, preferably in an international organization.</li> <li>- Ability to work with minimum supervision and ability to self-manage and taking initiative in financial and administrative work with a detail oriented with high accuracy.</li> </ul>

#### **6. Remuneration**

<p>The remuneration package, subject to change, includes (i) annual net base salary exempt from tax by Cambodian authorities, starting at US\$ 10,433 (M8, 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.</p> <p>THE MRCS RESERVES THE RIGHT TO APPOINT A CANDIDATE AT A LEVEL LOWER THAN THE ADVERTIZED LEVEL OF THE POST.</p>
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