



Mekong River Commission

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JOB DESCRIPTION

Updated: December 2011

Title:	Programme Coordinator
Functional Title:	Environment Programme Coordinator
Division:	Environment Division
Programme:	Environment
Level:	M-13ⁱ (Riparian Professional)
Duration:	One-year contract renewable
Location:	MRC Secretariat, Vientiane, Lao PDR
Reporting to:	Division Director, Environment Division

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."

2. THE ENVIRONMENT PROGRAMME

The overall goal of the Environment Programme 2011-2015 is the MRC Strategic Plan Goal: "*Member countries apply basin-wide IWRM approaches in national water and related sector frameworks and development programmes*". The **objective** of the Environment Programme responds to this Goal by providing environmental and social data and knowledge and efficient environmental cooperation mechanisms as necessary supporting instruments for the application of basin-wide IWRM approaches at national and regional level. Objective: "Basin management and development in the Lower Mekong Basin is guided by up to date environmental and social knowledge and efficient environmental management cooperation mechanisms".

3. JOB SUMMARY

Under supervision of the Division Director the Environment Programme Coordinator coordinates the activities of the MRC Environment Programme, including but not limited to allocation and administration the Programme budget and oversees all technical, financial and administrative aspects of Programme.

4. KEY TASKS

The incumbent performs the following tasks:

- Heading, under supervision of the Director of Environment Division, the Team of Environment Programme at the MRC Secretariat, including assessing and evaluating performance of programme staff against their job description as immediate supervisor;
- Managing and coordinating all technical, administrative and financial activities to ensure the effective and efficient implementation of the program in full compliance with all applicable development partner funding agreements, the Programme document and MRCS procedures and standards;

- Managing the programme's budget and preparing reports to the MRC governance structure, Director of Environment Division, and development partners;
- Preparing Terms of Reference and allocating budgets for employment of programme staff and consultants, and overseeing recruitment of staff, consultants and other service providers;
- Working closely with chief technical advisor of the programme to supervise the EP team to timely deliver the outputs and reports and to train and guide on the Programme's planning and implementation;
- Coordinating with and contributing to other MRC programmes, sections and initiatives to ensure mutual support to achieving the overall goals and objectives of the organization;
- Maintaining regular communication and close collaboration with and support to National Mekong Committees and their secretariats, and relevant line agencies in riparian countries;
- Closely coordinating with national and regional partners to support EP implementation for Member Countries;
- Undertaking general advocacy, promotion and dissemination of EP activities and its current outcome with stakeholders and civil society and support NMC EP coordinators in the same effort at national level;
- Undertaking liaison and exchanging information with other EP-related international and regional projects, programs and initiatives; and
- Performing any other duties to the coordination and management of EP implementation as assigned by the CEO and Director of Environment Division.

5. ACHIEVEMENT EXPECTATIONS

To be developed.

6. SCOPE OF AUTHORITY

- (a) **Supervision requirements:** The incumbent supervises Programme Staff and is responsible for their tasks, outputs, on-the-job training and performance appraisal, carried out in line with MRC guidelines.
- (b) **Level of autonomy:** Large decisions are generally recommendatory, unless in line with MRC policy. The incumbent administers the programme budget.
- (c) **Level of problem solving required:** Problem solving can be complex and the incumbent must display initiative and creativity.
- (d) **Level and type of communications required:** Communications are wide, both within and outside of the organisation, and extensive written documentation is required of the position.

7. 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.

8. POST-SPECIFIC QUALIFICATIONS

- M.Sc or higher in environmental sciences, environment management, natural sciences or other related fields which demonstrating academic knowledge in environment and natural sciences, policy, legislation and management.

- At least 15 years relevant and diverse experiences in the environmental aspects including at least environmental research and studies, environmental and natural resources management, environment-related programme/project, environmental regulation at river sub-basin, river basin, national and regional level;
- At least 7 years experience in heading and supervising the team consisting at least 5 subordinates at work with an evidence of achievement;
- 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 in programme/project cycle management, planning, programming, execution, strategy formulation, project preparation and project management work including financial management, procurement of services, contracting and recruitment.
- Experience in project management, including preparation of, programme/project progress reports, annual work plans and budgets, financial and performance assessment of programme/project.
- Experience working for/with governmental institutions/academia at both technical and management level in riparian countries with a focus on institutional strengthening and capacity building activities;
- Excellent skill in communication enabling to express views, to analyse, assess and report the outputs and deliverables of programme implementation;
- Demonstrated ability to work and co-operate with colleagues and partners in a multicultural and international environment;
- High level of proficiency in written and spoken English demonstrating in written document/papers and presenting the deliverables. Working knowledge of one or more riparian languages required.

9. SIGNATURES

Incumbent: _____ () Date: _____

Division Director: _____ () Date: _____

ⁱ **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\$ 45,664.00 (M-13, step I); **(ii)** 6 weeks' annual vacation; **(iii)** MRC's contribution to staff member's Provident Fund of 14% of basic salary upon completion of 3 years in service; **(iv)** Contribution of MRC to Health and Accident insurances (on shared basis with employee); **(v)** other entitlements and benefits such as dependency allowance, 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 in principle is up to maximum 6 years.

THE MRCS RESERVES THE RIGHT TO APPOINT A CANDIDATE AT A LEVEL LOWER THAN THE ADVERTIZED LEVEL OF THE POST.