



# Mekong River Commission

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## JOB DESCRIPTION

*Updated: December 2011*

**Title:** Programme Officer  
**Functional Title:** **Climate Change and Adaptation Policy**  
**Programme/Division:** Climate Change and Adaptation Initiative (CCAI) Programme, Environment Division  
**Level:** **M-11 (Riparian Professional)<sup>i</sup>**  
**Duration:** One-year contract renewable  
**Location:** MRC Secretariat, Vientiane, Lao PDR  
**Reporting to:** Programme Coordinator, Climate Change and Adaptation Initiative (CCAI) Programme

### 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 DIVISION

The Environment Division generates data, information and knowledge in order to balance economic development and environmental conservation in decision-making. In addition to establishing systems for monitoring the Basin's environmental health, improving policies and legislation, and encouraging co-operation among the riparian countries, the programme is also charged with increasing environmental awareness amongst the public.

### 3. JOB SUMMARY

Under the overall supervision of the Division Director and direct supervision of the Programme Coordinator of the Climate Change and Adaptation Initiative (CCAI) Programme, the Programme Officer will provide technical and administrative support and assistance on activities related to MRC Climate Change and Adaptation Initiative.

The Programme Officer will work in close collaboration with staff of the Office of Climate Change Adaptation (OCCA), external consultants and other MRCS staff when required. She/He will be part of the OCCA.

### 4. KEY TASKS

The incumbent performs the following tasks:

- Plans, implements and coordinates activities related to climate change and adaptation strategies and action plans at all levels local, national and regional; climate change and adaptation monitoring system and CCA status of the Mekong region;

- Establishes and maintains close collaboration with external partners and all MRC programmes to ensure the necessary outreach and cross-cutting implementation of activities related to CCAI strategies and action plans at all levels; climate change and adaptation monitoring system and CCAI status of the Mekong region;
- Assess the technical quality of activities, outputs and outcomes of climate change and adaptation strategies and action plans at all levels; climate change and adaptation monitoring system and climate change and adaptation status of the Mekong region;
- Provides technical inputs on climate change issues to assist the team in activities related to capacity building, demonstration projects, basin-wide pilots, communication, climate scenarios, vulnerability assessments, and adaptation strategies to climate change; etc.
- Provides technical inputs and organize information dissemination and experience sharing of the Climate Change and Adaptation Initiative, such as regional forums, workshop for launching of CCAI publications, etc.
- Provide technical and administrative assistance in preparation of ToRs, proposals, plans, reports, and training courses etc;
- Prepares progress reports and workplans on climate change activities and other routine reports etc;
- Initiates and maintains connections with organizations and projects involved with climate change related issues in the Greater Mekong Sub region;
- Performs other duties as assigned by the supervisor.

## 5. ACHIEVEMENT EXPECTATIONS

To effectively serve and meet the requirements of technical and administrative inputs to climate change activities under the Environment Division, MRCS.

## 6. SCOPE OF AUTHORITY

- (a) **Supervision requirements:** The incumbent has no supervision mandate to the staff of the Environment Division, but is responsible for his/her outputs to be carried out in line with the Environment Division's requirements. .
- (b) **Level of autonomy:** Has no decisions making, but mainly provides technical support to his/her respective activities under the **Climate Change and Adaptation Initiative** Programme.
- (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, and managing performance.

## 8. POST-SPECIFIC QUALIFICATIONS

- MSc or higher degree in public policy, environmental policy, development policy & practice or related fields, with focus on climate change and development policy;

- At least 10 years relevant experience from work related to development policy, strategic development, policy formulation and analysis, preferably linked to climate change and adaptation;
- Experience with and good knowledge of the Mekong riparian countries and the Mekong River Basin with a proven experience of working in an international environment;
- Experience within development project planning, programming, execution, strategy formulation, project preparation and project management work, including preparation of annual work plans and budgets, and use of a logical framework for reporting, evaluating and monitoring. Experience from procurement of services and contracting is an advantage;
- Experience from working with governmental institutions in developing countries with a focus on institutional strengthening and capacity building activities;
- Ability to work and co-operate in a multicultural and international environment;
- Proficiency in written and spoken English. Working knowledge of one or more riparian languages is an advantage.

**9. SIGNATURES**

The incumbent: \_\_\_\_\_ (date)

Supervisor: \_\_\_\_\_ (date)

<sup>i</sup> **Brief information on remuneration**

The remuneration package, *subject to change*, includes: **(i)** Annual net base salary exempt from tax by Lao authorities, starting from US\$ 28,467 (M-11, step I); **(ii)** Monthly fluctuation and removable Devaluation Allowance (10% of basic salary for the month of Oct 2011) **(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, 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 MRCS RESERVES THE RIGHT TO APPOINT A CANDIDATE AT A LEVEL LOWER THAN THE ADVERTISED LEVEL OF THE POST.