



Mekong River Commission

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JOB DESCRIPTION

Job Title	Maintenance Assistant cum Driver and Messenger
Division	Regional Flood Management and Mitigation Centre - Technical Support Division
Wage Category	M-07
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 Jobholder is responsible for the day-to-day maintenance, driving and documents delivery of the MRC Regional Flood Management and Mitigation Centre (RFMMC) in Phnom Penh, Cambodia.

2. Key expected performance indicators (KPIs)

2.1 MRC Outputs oriented KPIs:

Maintenance

- In close cooperation with MRC related personnel and the Security Company/local authorities to make sure RFMMC office premises and facilities to be in good conditions, safe and secure for all RFMMC and related visitors. This includes regular fire drills for RFMMC (twice a year) and regulated training on extinguishers utility and First-Aid.
- Prepare maintenance schedules for the MRC premises, equipment and appliances, and performs routine maintenance to ensure smooth functioning of all equipment. This includes, but is not limited to, power supply, communications, utilities, health and safety issues etc. Be a liaison to with authorities regarding problems encountered with these RFMMC's utilities;
- Support the Administrative Assistant to maintain a system to control RFMMC archive and storages by checking/updating the equipment/ documents on a regular basis;
- Oversee proper setting up of the conference room and meeting rooms for official functions and takes/monitors bookings for the RFMMC meeting rooms;
- Supervise and coordinate daily activities of all cleaners, gardeners, helpers, and security staff, plus any staff working for contractors hired to do maintenance work; and the maintenance of RFMMC's lawn and trees.
- Make sure maintenance reports are prepared and submitted in a timely manner following closely MRC's reporting template and requirements.
- Perform annual physical survey of RFMMC's fixed assets, maintain and update the inventory list of the RFMMC and prepare inventory reports on quarterly basis and to ensure the effective maintenance and control of the RFMMC fixed assets on a regular basis. As and when requested, reconcile the RFMMC fixed assets with Financial Management Information System (FMIS) in cooperation with Finance team;
- Coordinate with OSV and the Property Survey Committee to identify any fixed assets items to be sold out and/or donated and update the inventory record accordingly;
- Maintain and update RFMMC First-Aid-Kits including update list for all items;
- Perform any other emerging maintenance tasks assigned by the Head of the RFMMC.

Driver:

- Responsible for driving assigned RFMMC official vehicle/s.
- Arrange and schedule car transportation in a timely manner following requests from MRCS staff;
- Acts as custodian of vehicle tools and related property/equipment assigned to him

and reports any vehicle-related problem, accident or loss of equipment or tools belonging to the assigned vehicle/s.

- Compiles log sheets of trips made and submits them regularly to supervisor.
- Performs other related duties as required by supervisor.

Messenger

- Ensures timely collection, distribution and delivery of documents within and outside the RFMMC and make sure the Administrative Assistant and the Secretary are well informed about these documents to maintain proper registration, recording and filing.
- Posts letters or parcels and collects correspondence from the Post Office and other external agencies and registers these items as appropriate;

2.2 Competency KPIs:

- **Strategic-organizational:** Work in an effective and efficient manner and to consider RFMMC’s safe, smooth and effective operation the goal of the work and that all RFMMC staff and visitors/experts enjoy a safe and secure working environment. Be responsive to emerging work that needs to be solved under assigned tasks.
- **Methods, technique:** Well-functioning multi-tasking to manage the work in a most effective and efficient manner.
- **Personal-social factor:** show efficiency in managing daily work and collaborate and support other related team members to accomplish daily tasks.

2.3 Behaviour KPIs

- Be punctual, 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

Knowledge	Level (1-3) 1 = Required 2 = Desirable 3 = Optional
Maintenance of electrical equipment, furniture, and office building	1
Traffic laws and rules and safety	1
Administrative management	2

Skills	Level (1-3) 1 = Required 2 = Desirable 3 = Optional
Maintenance of electrical equipment, furniture, and office building	1

Licensed driving skills and experience	1
Good command of spoken and written English	2
Strong interpersonal skills and team work	2

Attitudes	Level (1-3) 1 = Required 2 = Desirable 3 = Optional
Service oriented	1
Commitment to continuous learning	2
Willingness and ability to work independently	2
Ability to work and cooperate in an international environment	2

3. Scope of Authority

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

4. Qualification requirements

Certificate	<ul style="list-style-type: none"> - University degree, diploma or vocational school certificate in related subjects - Own eligible driving license
Additional certificates	<ul style="list-style-type: none"> - 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"> - Minimum 3 years of experience in office maintenance and driving preferably in an international organization. - Experience in dealing with authorities/government agencies. - Sound experience in maintenance e.g. electrical equipment, furniture, office building and cars.

6. Remuneration

<p>The remuneration package, subject to change, includes (i) annual net base salary exempt from tax by Cambodian authorities, starting at US\$ 8,784 (M7, 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</p>

insurances (on shared basis with employee); (iv) other entitlements and benefits such as dependency allowance, 6 weeks' annual vacation; sick leave, maternity leave etc.

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