



Mekong River Commission

P.O. Box 6101, 184 Fa Ngoum Road, Unit 18,
Ban Sithane Neua, Sikhottabong District, Vientiane 01000, Lao PDR
Telephone: (856-21) 263 263. Facsimile: (856-21) 263 264

JOB DESCRIPTION

Job Title	Procurement Officer
Division	Administration Division
Wage Category	M 11
Report to	Director
Job Code	Job No. RP011.A/O
Date of verification	January 2019
Duty Station	MRC Secretariat in Vientiane, Lao PDR

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 job holder is responsible for the procurement of MRC goods, services and works. He or she is responsible for undertaking procurement procedures, drafting of the resulting contracts and ensures that deliveries, payments, execution of bank guarantees and other financial contract instruments are done according to the contract modalities.

2. Main tasks and responsibilities

Under the direct supervision of the Division Director and technical guidance of the Chief Finance Officer, the incumbent performs the following duties:

- Conduct bidding for purchasing of works, goods and services in accordance with MRCS procurement procedures including preparation and review of requests for proposals, process specifications, public advertisements and assistance to proposal evaluations;
- Establish and administer contracts for purchase of works, goods and services. Develop and maintain standard contracts and bidding documents suitable for MRC;
- Liaise with concerned staff to establish a quarterly or yearly procurement plan to ensure the organization's requirements are met and the work of the procurement staff is properly organized;
- Maintain a database of trade information on quality and price of available products and services. Introduce the relevant contract information into MRC's financial management system;
- Negotiate with suppliers to ensure that competitive prices, credit terms and discounts are offered and arrange delivery schedules;
- Review and certify payment of invoices related to procurement activities;
- Supervise day to day activities including overseeing shipment of personal effects of staff and custom clearance arrangement, official licenses requisition, purchase order, etc.;
- Prepare specific procurement related reports when required by MRCS' management or MRC's Development Partners. Provide the information as required by MRC's auditors;
- Perform other related duties as may be assigned by the Director of

3. Scope of Authority

- a. **Supervision requirements:** The jobholder supports the Director in technically guiding the work of the procurement assistant at OSV.
- b. **Level of autonomy:** Decisions are recommendatory and must be in line with MRC's procedure.
- c. **Level of problem solving required:** Problems range from routine to complex, but solutions fall within the guidelines of the MRC Administrative Manual.
- d. **Level and type of communications required:** Communications are wide, both within and outside of the organisation and extensive written communications are required.

4. Qualification requirements

Certificate	A University degree (bachelor or higher) in one or more of the following disciplines: business administration, management or business law. A Master degree is desirable.
Additional certificates	<ul style="list-style-type: none"> • TOEIC certificate with 600 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	<ul style="list-style-type: none"> • Seven years of progressive experience in procurement related position and experience of contract preparation preferably in an international/ regional development cooperation context; • Experience in freight forwarding, shipping and custom clearance is an advantage; • Experience in contacting in bound and out bound suppliers

5. Competencies

Knowledge	Level (1 3) 1 = Required 2 = Desirable 3 = Optional
Procurement management	1
Procurement rules and regulations of UN/ World Bank or any other multilateral / bilateral organization	3

Skills	Level (1 3) 1 = Required 2 = Desirable 3 = Optional
Excellent command of spoken and written English	1
Negotiation and communication	1

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

6. Remuneration

The remuneration package, subject to change, includes (i) annual net base salary exempt from tax by Lao authorities, starting at US\$ 33,440 (M 11, 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.

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 ADVERTIZED LEVEL OF THE POST.

7. Remarks

The Job Description is subject to revisions by the MRC.

8. SIGNATURES

Job Incumbent: _____ Date: _____