



Mekong River Commission

Office of the Secretariat in Phnom Penh (OSP)

576 National Road, #2, Chak Angre Krom,
P.O. Box 623, Phnom Penh, Cambodia
Tel. (855-23) 425 353. Fax (855-23) 425 363

Office of the Secretariat in Vientiane (OSV),

184 Fa Ngoum Road,
P.O. Box 6101, Vientiane, Lao PDR
Tel: (856-21) 263 263. Fax: (856-21) 263 264

JOB DESCRIPTION

Job Title	Stakeholder engagement specialist
Division	Planning Division
Level	M12
Report to	Director of Division
Job Code	RP023.P/S
Date of verification	March 2016
Duty Station	Office of the 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 jobholder helps to promote and strengthen MRC's engagement with the Commission's stakeholder groups in the basin development planning and other processes in order to ensure participatory management of the Basin's water and related resources and raise the MRC's profile in the region. He or she coordinates all stakeholder engagement efforts throughout the organisation and provides technical support in this aspect to all MRC's activities. He or she also contributes to the overarching objective of MRC's Gender Policy through facilitating equal and effective participation of women and men at stakeholder engagement related activities.

2. Main tasks and responsibilities

Under the management direction of the Division Director and technical advice of the Chief river basin planner, the incumbent performs the following duties:

- Support and coordinate all stakeholder engagement efforts of the MRC, particularly in basin planning and management processes, to ensure that these processes are participatory and that stakeholder engagement activities are professionally executed and in line with the MRC's overall strategy;
- Conduct and support stakeholder analysis for all MRC's activities as necessary;
- Develop, update and implement the MRC strategy on stakeholder engagement/participation including a concept and work plan for the regional stakeholder platform in line with the Basin Development Strategy and MRC Strategic Plan in consultation with the Chief Strategy and Partnership Officer;
- Elaborate, monitor and implement protocol matters and arrangements at MRC stakeholder meetings, in cooperation with the Governance Support Officer;
- Prepare and coordinate stakeholder meetings such as preparing briefing notes/presentations, agendas and annotated agendas, compiling meeting documentation, preparing and coordinating correspondence, general oversight of the meetings back office; quality control of reproduction and distribution of documents, minutes and reports;
- Establish indicators of monitoring and evaluation and information tools such as the stakeholder database and the stakeholder meetings preparations guidelines, in cooperation with the M&E Specialist;
- Work with communication officers on public communication related activities for and during stakeholder meetings;
- Support the preparation and holding of international and regional conferences and forums organised by MRC;
- Support copy-editing of MRC's communication products related to technical issues for dissemination purposes, in close collaboration with the Communication Officers at OCEO;
- Ensure that relevant knowledge and products developed by the MRC are available in a timely manner to relevant stakeholder groups;
- Work with all divisions to obtain and promote technical work and results and disseminate to relevant stakeholders in collaboration with communication officers and the Chief Strategy and Partnership Officer;
- Perform other relevant tasks as required.

3. Scope of Authority

a) Supervision requirements: The position does not require any formal supervisory

responsibilities. However, supervision of consultants and quality control may be required.

b) Level of autonomy: Decision making follows defined procedures. The position does not administer a budget, yet has responsibility for ensuring the financial accountability of MRC.

c) Level of problem solving required: Problem solving skill is expected and the incumbent must display sensitivity, initiative and creativity

d) Level and type of communications required: Communications are wide, within and outside the organisation, and require considerable oral and written skills.

4. Qualification requirements

Certificate	University degree (Master or higher) in communications/ public relations, social sciences, public administration or other related field
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"> • Minimum 10 years of experience in public participation processes, stakeholder engagement in national and international public organisations, preferably on natural resources management; • Experience in international coordination • Experience with engaging private sector and civil society in the planning process

5. Competencies

Knowledge	Level (1-3) 1 = Required 2 = Desirable 3 = Optional
Sound knowledge of the political and institutional environment for civil society/NGO involvement in Lower Mekong Basin countries	1
Sound knowledge of private sector engagement	1
Water conflicts prevention and solution	1
Good understanding of the social, economic and cultural conditions of the Mekong River Basin, including gender equality issues	2
Knowledge about public participation and communication in the field of river basin management, water resource management	2

Skills	Level (1-3) 1 = Required 2 = Desirable 3 = Optional
Good organizational, communication and facilitation skills	1
Excellent command of spoken and written English	1
Excellent reporting writing skills	1

Attitudes	Level (1-3)

	1 = Required 2 = Desirable 3 = Optional
Ability to work and cooperate in an international environment	1
Neutrality and impartiality	1
Strong willingness and ability to work inter-disciplinarily	1
Willingness to travel within and outside the region	2

6. Remuneration

The remuneration package, subject to change, includes (i) annual net base salary exempt from tax by Lao authorities, starting at US\$ 41,670 (M12, 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.