



Mekong River Commission

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JOB DESCRIPTION

Job Title	Secretary cum Library and Receptionist
Division	Regional Flood Management and Mitigation Centre - Technical Support Division
Wage Category	M-08
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 Secretary cum Library and Receptionist will provide secretarial support to the Head of RFMMC, in charge of the RFMMC Library while taking the role as a Receptionist at the RFMMC.

2. Key expected performance indicators (KPIs)

2.1 MRC Outputs oriented KPIs:

Reception work:

- Make sure inflow and outflow of RFMMC documents, memo, letters, etc. are well sorted, received, registered, filed and delivered in a timely, precisely and efficiently manner per MRC RFMMC protocol; and the MRC telephone directories to be updated regularly.
- Make sure visitors and guests are welcomed in a professional and proper manner
- Make sure incoming calls are well answered, recorded and information correctly transmitted/reported to the right person.
- Assist RFMMC team members to make international calls and make records of those call to prepare monthly telephone billing statements for work/personal payment of the caller.

Secretarial work:

- Assist in the preparation and processing of documents, correspondence, reports, logistics, appointments, minutes, travel arrangements, visa arrangement, transportation, accommodation, etc. for RFMMC's meetings and workshop as required.
- Assist the Administrative Assistant to make sure documents, files, reports, proceedings, etc. are properly and timely filed in either electronic or hard copy filing systems at RFMMC.
- Responsible for RFMMC staff attendance records, Stand-up meetings etc. and submit to OCEO/HR on a timely manner.

Library work:

- Responsible for the well-functioning of the RFMMC Library (Learning & Documentation Centre) that includes acquisition, cataloguing, classification and circulation of Library materials and catering for reader services.
- Make sure neat and cleanliness of the Library.
- Make sure the Library is of maximum use for MRCS staff and external visitors through continuous display of new and important documents, inform readers regularly of updates, timely and effective access to requested documents, strict application of library rules and regulations, well management of overdues, well managed inventory, well circulation of new arrivals, newspapers and e-books, etc.

2.2 Competency KPIs:

- **Strategic-organizational:** Work in an efficient manner and be aware of the carbon footprint to be minimized at MRCS. Consider RFMMC's smooth and effective operation the goal of the work and that all RFMMC staff and visitors/experts receive adequate and timely related support. Be responsive to emerging work that need to be solved under these assigned tasks.
- **Methods, technique:** Well-functioning multi-tasking to manage the work in a most effective manner.
- **Personal-social factor:** show efficiency in managing daily work and collaborate and support other 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
Secretarial work	1
Good knowledge of office procedures	1

Skills	Level (1-3) 1 = Required 2 = Desirable 3 = Optional
Excellent command of spoken and written English	1
Word processing software including advanced Microsoft Word and Excel	1
Ability to arrange logistical aspects of workshops and seminars	1
Communication (verbal and written)	2
Can speak more than 1 riparian languages	3

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

4. Scope of Authority

- Supervision requirements:** The incumbent does not supervise any staff.
- Level of autonomy:** Decision making follows defined procedures. The position does not administer a budget but prepares budgetary information for approval by the supervisor.
- Level of problem solving required:** Problem solving is often based on pre-determined methods, but initiative and problem solving skills are required.

Level and type of communications required: Communications are wide, both within and outside of the organisation and includes a variety of written documentation.

5. Qualification requirements

Certificate	<ul style="list-style-type: none"> - University diploma or higher in administration and/or management or other related subjects
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 4 years of experience in librarian work, secretarial or administrative work after graduation, preferably in an international organization. - Ability to work with minimum supervision and ability to draft correspondence, minutes, assist in big conferences and meetings.

6. Remuneration

The remuneration package, subject to change, includes (i) annual net base salary exempt from tax by Cambodian authorities, starting at US\$ 10,433 (M8, 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.

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