



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	Administrative assistant
Division	Planning Division
Wage Category	M8
Report to	Director
Job Code	GS018.P/A
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 provides a full range of administrative support to the Division. He or she works closely with the Division Secretary to provide the secretarial support and services to the Division.

2. Main tasks and responsibilities

Under the direct supervision of the Division Director, the incumbent performs the following duties:

- Provide administrative assistance to support the planning, preparation, operation and management of Division;
- Assist the Division with accounting and budgetary issues, including budget revisions, updating and reporting on the budget status, where necessary;
- Assist the Division in drafting, preparing and processing memo related to administrative and financial matters and others as required;
- Assist the Division's staff with preparing technical reports including formatting;
- Develop and oversee working contracts, assist in overseeing the implementation of Division and facilitate smooth working arrangements with cooperative partners;
- Follow-up on administrative requests pertaining to the Division works, including preparation of travel authorization, consultancy contracts, request for payment, and so on. All such administration is carried out in line with the MRC Administrative Manual;
- Coordinate and follow up with Administration Division on matters pertaining to finances and administration of the Division;
- Coordinate with procurement staff for purchasing of Division's equipment by overseeing the quality of goods and follow up on payment;
- Responsible for the logistical organization and arrangements for the workshops, seminars and trainings in cooperation with Division Secretary;
- Communicate and maintain good contact with the concerned officers of four member countries and other cooperative partners on a range of issues dealing with Division;
- Assist in contacting and receiving visitors and guests and provide them administrative and logistic support as required and where appropriate;
- Assist in maintaining regular operations of the Division, including maintaining relevant information and documentation of Division;
- Perform other related tasks as required.

3. 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.

4. Qualification requirements

Certificate	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 experiences in administrative work after graduation, preferably in an international organization. Experience with organisations working with an environmental focus is an advantage. - Demonstrated ability to arrange logistical aspects of workshops and seminars. - Demonstrated experience in budgeting and checking accounting.

5. Competencies

Knowledge	Level (1-3) 1 = Required 2 = Desirable 3 = Optional
Administration management, budgeting and accounting	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
Interpersonal communication	2

Attitudes	Level (1-3) 1 = Required 2 = Desirable 3 = Optional
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

6. Remuneration

The remuneration package, subject to change, includes (i) annual net base salary exempt from tax by Lao 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.

7. Remarks

- The Job Description is subject to revisions by the MRC.