



Mekong River Commission

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JOB DESCRIPTION

Job Title	Secretary
Division	Planning Division
Wage Category	M7
Report to	Director
Job Code	GS019.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 provides a full range of secretarial support and services to the Division. In addition, he or she works closely with the Division Assistant to provide administrative 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:

- Screen all incoming correspondence, documents and reports, route to the Director and the concerned staffs with full background material, ensure timely distribution and follow up on deadlines;
- Assist in the preparation and processing of documents for meetings and workshops as required;
- Assist the Division in formatting letters and other communication documents using advanced Microsoft Word and Excel software;
- Draft routine correspondence and type correspondence/reports in MRC standard format and packs and disseminates correspondence, reports and other documents to target groups;
- Assists in keeping attendance record of personnel under the Division and preparing reports to be submitted to HRS on a timely basis;
- Assist in administrative arrangements and logistical support for conferences or workshops as required;
- Coordinate all meetings requirements of the Division including making appointment, preparation of facilities and meeting room and ensuring refreshments to guests are served;
- Manage the director's diary and arrange and co-ordinate the director's and the concerned staffs' participation in meetings and appointments;
- Contact and receive the visitors and guests of the Division and provide them administrative and logistic support as required and where appropriate;
- Coordinate travel arrangement for the Director and other staffs in the Division including visa, transportation, travel arrangements, flight and hotel reservations (prepare travel authorisation form, obtain travel advance (DSA), process for reimbursement of travel claims/official expenses, etc.);
- Establish and maintain hard copy and electronic files of the Division ensuring proper filing system is in place;
- Open, organise and maintain the division general and project files with an appropriate system for easy searching and follow-up;
- Responsible for stock of office supplies, office equipment maintenance and other services of the Division to ensure their availability and in good condition;
- Keep attendance records of personnel in the Division, and prepare monthly reports to be submitted to HRS on timely manner;
- Assist in updating list and details of relevant contact persons, organisations and stakeholders, including maintaining good contact with the four member countries officers on a range of issues;
- Standby and assist other staffs under the Division during the absence of Administrative Assistant; and

- 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.
- 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 3 years of experience in secretarial or administrative work after graduation, preferably in an international organization. - Ability to work with minimum supervision and ability to draft routine correspondence.

5. Competencies

Knowledge	Level (1-3) 1 = Required 2 = Desirable 3 = Optional
Secretarial work	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

6. Remuneration

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