



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

Term of Reference

Job Title	Administrative Assistant (6 months service contract)
Division	Administration Division
Wage Category	
Report to	Director
Job Code	
Date of verification	December 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, including but not limited to travel and visa arrangement, transportation arrangement, and administrative support to preparation and organisation of MRC's governance meetings.

2. Main tasks and responsibilities

Under the management direction of the Division Director, and working closely with the **Governance and Administrative Assistant** on matters related to governance meetings and administrative works, the incumbent performs the following duties:

Assistance:

- Assist in all administrative works within Admin Unit
- Assist in organizing the Governance meetings, workshops, meetings, including the preparation and processing of documents for meetings and workshops as required.

Administrative support

- Undertake administrative arrangements to get border pass, driving licence; be responsible for registration and de-registration of number plate of OSV car fleet and for OSV-based staff. Maintain the list of number plates registered under MRC name and report to MOFA, Lao PDR;
- Communicate with Government Institutions on MRC policies, requirements and procedures in relation to the Immunities and Privileges granted to MRC;
- Maintain close contact with relevant Government institutions and UN coordinating agency to ensure the highest level of security for staff and protection of the MRC property. Liaise with other organisations involved in this endeavour;
- Assist in arranging the Archives and Records Management system ensuring proper storing and efficient store keeping of the archives;
- Establishes and maintains hard copy and electronic files of the Admin unit ensuring proper filing system is in place
- Prepare the stationary request to supply other division quarterly.
- Responsible for stock of office supplies, office equipment maintenance and other services of the division to ensure their availability and in good condition.

Travel and Visa arrangement

- Ensure domestic and international travel arrangements for staff and dependent and consultants travelling on official business, including visa arrangement, travel documents, per diem calculation, local transportation, to ensure highest level of service and cost effectiveness;
- Maintain and update systematic travel/immigration/visa records and files, including travel authorities, claims or refunds, visa applications and issuance and other related documents;
- Calculate DSA and booking air tickets in collaboration with the travel agent;
- Ensure timely processing request of visas, ID card and other immigration documents for MRC staff and their dependents and visitors;
- Update MRC DSA rate monthly and disseminate DSA revisions;
- Examine and summarise travel invoices for payment
- Perform any other duty as may be assigned.

3. Scope of Authority

- a. **Supervision requirements:** The incumbent does not supervise any staff.
- b. **Level of autonomy:** Decision making follows defined procedures. The position does not administer a budget.
- c. **Level of problem solving required:** Problem solving is often based on pre-determined methods, but initiative and problem solving skills are required.
- d. **Level and type of communications required:** Communications are broad, both within and outside of the organization and includes a variety of written documentation.

4. Qualification requirements

Certificate	Bachelor degree in Business Administration or public administration.
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"> • Five years of relevant experience in administrative management, preferably in an international organization • Experience in processing visa/immigration documents • Experience in dealing with government agencies desirable

5. Competencies

Knowledge	Level (1-3) 1 = Required 2 = Desirable 3 = Optional
Administrative management	2
	2

Skills	Level (1-3) 1 = Required 2 = Desirable 3 = Optional
Excellent command of spoken and written English	1
Ability to draft substantive correspondence	1
Communication	1
Word processing software including advance Microsoft Word and Excel	1
Strong interpersonal skills and team work	2

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

6. Remuneration

7. Remarks

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