



# Mekong River Commission

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Ban Sithane Neua, Sikhottabong District, Vientiane 01000, Lao PDR  
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## JOB DESCRIPTION

Updated: August 2009

<b>Title:</b>	Programme Officer
<b>Functional Title:</b>	<b>Programme Officer - Policy and Strategy Development</b>
<b>Division:</b>	International Cooperation and Communication Section
<b>Level of Post:</b>	<b>M-11 (Riparian Professional)<sup>i</sup></b>
<b>Duty Station:</b>	<b>MRC Secretariat, Vientiane, Lao PDR</b>
<b>Reporting to:</b>	Chief, International Cooperation and Communication Section

### 1. THE MEKONG RIVER COMMISSION AND MRC SECRETARIAT

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, Laos, Thailand and Viet Nam. In accordance with this Agreement, the Mission of MRC is: "To promote and coordinate sustainable management and development of water and related resources for the countries' mutual benefit and the people's well being by implementing strategic programmes and activities and providing scientific information and policy advice."

The MRC Secretariat is the operational arm of the MRC. It provides technical and administrative services to the JC and the Council to achieve the MRC's mission.

### 2. THE INTERNATIONAL COOPERATION AND COMMUNICATION SECTION

The International Cooperation and Communication Section assists the CEO in providing overall co-ordination of MRC activities and provides advice on direction and strategies for the organisation.

ICCS covers the key functions of formulation, monitoring implementation of the policies of the Strategic Plan, governance, communications, and liaising with donor partners. ICCS is charged to meet the demand for better coordination and cooperation with regional initiatives.

ICCS covers a large scope in policy and strategy development. For example, the last two years, ICSS has developed the MRC Communications Strategy, the Disclosure Policy, the Stakeholder Engagement Policy at the MRC Governance Level, and provided advices on the Hydropower Strategy, the Climate Change Adaptation Initiative, the MRC Agriculture, Irrigation and Forestry Strategy.

ICCS includes the Communications Unit with its obvious connections to basin-wide promotion and international perspectives. ICCS also drives the development of basin-wide guidelines for education/awareness raising of the present and emerging natural resource issues. Stronger links to regional initiatives such as GMS, MWRAP, ASEAN, and the general donor community are key objectives for the Strategic Plan 2006-2010 and this is implemented by ICCS.

### 3. JOB SUMMARY

Under the immediate supervision of the Chief, International Cooperation and Communication Section, the Programme Officer will assist with the Policy and Strategy Development and with the follow-up of the strategic Plan 2011-2015 formulation and implementation.

The Programme Officer will:

- ❖ Assist in analysing the major issues facing the region in order to advice in the adjustment of MRC policies and activities,
- ❖ Assist, through the policy and strategy development, in the promotion of the regional cooperation and basin-wide approach highlighted in the 1995 Mekong Agreement,
- ❖ Be in-charge of the day-to-day management of the formulation approval and implementation of the Strategic Plan 2011-2015,

- ❖ Assist in the development of new policies and strategies to implement the Strategic Plan 2011-2015, upon its approval.

#### 4. KEY TASKS

The incumbent will manage the overall cycle of the formulation and implementation of the Strategic Plan 2011-2015 and will assist in the development of MRC policies and Strategies.

The following tasks are provisional indication:

- Coordinate the formulation process of the Strategic Plan 2011-2015;
- Follow-up and monitor the implementation of the Strategic Plan 2011-2015;
- Promote the Strategic Plan 2011-2015;
- Prepare the report of the progress in the Strategic Plan 2011-2015 implementation;
- Prepare briefing note on major issues, challenges facing the region;
- Prepare briefing note, document promoting the implementation of the MRC 1995 Agreement;
- Assist, advice on MRC policy development;
- Performs other duties as assigned by the Chief or OIC of ICCS.

#### 5. SCOPE OF AUTHORITY

- (a) **Supervision requirements:** The position has no supervisory responsibilities.
- (b) **Level of autonomy:** Decision-making is recommendatory, subject to the review and approval of others. The position carries limited financial autonomy.
- (c) **Level of problem solving required:** Solutions to problems require collection and analysis of information. The incumbent needs to demonstrate creativity and initiative. Sensitive protocol matters need to be identified and solution developed.
- (d) **Level and type of communications required:** The position involves wide communications, both within MRC and outside the organisation. Preparation of high-quality documents required.

#### 6. COMPETENCE REQUIREMENTS

- (e) **Core Values:** Integrity, professionalism and respect for diversity.
- (f) **Core Competencies:** Communication, teamwork, planning and organising, accountability, creativity, client orientation, commitment to continuous learning, and technological awareness.

#### 7. POST-SPECIFIC QUALIFICATIONS

- Master university degree in political, economics, social sciences or related subject;
- Eight years of accumulated working experience in positions related to planning development, strategy and policy development, programme coordination with international organisations;
- Knowledge of Southeast Asia's social, economic, cultural, political structures is highly desirable;
- Knowledge of natural resources management/ environmental awareness is desirable;
- Fluency in English, both written and spoken at editing level. Working knowledge of more than one riparian language an asset.

The Chief ICCS: \_\_\_\_\_ (date)

Incumbent: \_\_\_\_\_ (date)

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**Brief information on remuneration**

The remuneration package, *subject to change*, includes **(i)** annual net base salary exempt from tax by Laos authorities, starting at US\$ 25,111.00 (M-11, step I); **(ii)** Monthly fluctuation and removable Devaluation Allowance (8.21% of basic salary for the month of August 2009); **(iii)** MRC's contribution to staff member's Provident Fund of 14% of basic salary upon completion of 3 years in service; **(iv)** Contribution of MRC to Health and Accident insurances (on shared basis with employee); **(v)** 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.