



Mekong River Commission

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TERMS OF REFERENCE

Last update: 1 July 2009

Title:	Secretary
Programme:	Flood Management and Mitigation Programme (FMMP)
Division:	Technical Support Division
Location:	MRC Secretariat, Vientiane, Lao PDR
Reporting to:	Programme Coordinator, FMMP

1. 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, 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."

2. THE FLOOD MANAGEMENT AND MITIGATION PROGRAMME

The Flood Management and Mitigation Programme (FMMP) is one of the MRC core programmes. The overall development objective of the FMMP is '*people's suffering and economic losses due to floods are prevented, minimised, or mitigated, while preserving the environmental benefits of floods*'. It consists of five components: 1. Regional FMM Centre, 2. Structural measures and flood proofing, 3. Enhancing cooperation in addressing trans-boundary flood issues, 4. Flood emergency management, and 5. Land management. The FMMP is based on priorities agreed upon by the four MRC member countries and on the strategic roles of the MRC. The components of the programme are related to each other and most components link to MRC's existing programmes. They will contribute to MRC's overall role in knowledge base development, capacity building and regional cooperation.

3. TASKS AND RESPONSIBILITIES

Under the supervision of the Programme Coordinator, the Secretary provides a full range of secretarial and administrative support required from the Secretariat in Vientiane to the Programme in Phnom Penh. The incumbent performs the following tasks:

- Screens all incoming correspondence, documents and reports of the programme are distributed to responsible officers on a timely manner;
- Assists in the preparation and processing of documents, including preparation of minutes of meetings, workshop proceedings, typing, formatting, editing/proof-reading, packaging and disseminating correspondence, reports and other programme or project documents. Draft or composes routine correspondence;
- Establishes and maintains manual and electronic files in accordance with MRCS standards and extracts or retrieves information and files expertly. Opens, organises and maintains general and project files with an appropriate system for follow-up on responses and deadlines;
- Undertakes administrative arrangements for conferences, trainings, seminars or meetings;

- Manages and assists in travel arrangements for officers and staff of the programme, including but not limited to preparing Travel Authorization (TA), TA claims, and booking tickets;
- Co-ordinates with other divisions/sections to obtain and follow-up documents and requests for office supplies, office equipment maintenance and other services;
- Attends to official visitors and guests, screens/receives/places telephone calls, and maintains updated list and details of relevant contact persons, organisations and stakeholders;
- Performs other related duties as assigned by the supervisor.

4. QUALIFICATIONS

- Bachelor degree in related field or equivalent combination of education, training and experience;
- At least two years of experience in secretarial or administrative work, preferably in an international organisation;
- Ability to draft substantive correspondence;
- High proficiency in the use of personal computers, i.e. MS Word, MS Excel and MS Power Point. Accurate and fast typing speed of at least 45 wpm;
- Good knowledge of written and spoken English required. Knowledge of more than one riparian language is an advantage.