



Mekong River Commission

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JOB DESCRIPTION

Updated: December 2014

Title: Programme Officer
Functional Title: **GIS and Database Specialist**
Division: Technical Support Division
Level of post: **M-11¹ (Riparian Professional)**
Location: MRC Office of Secretariat in Phnom Penh (OSP)
Reporting to: Coordinator of the Information & Knowledge Management Programme

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 INFORMATION AND KNOWLEDGE MANAGEMENT PROGRAMME

Under the Technical Support Division (TSD), the Information and Knowledge Management programme (IKMP) is the centre for the repository and analysis of data and tools for information on Mekong River Basin water and related resources and develops reliable and up-to-date databases and information systems. It was designed as a cross cutting programme of the Mekong River Commission (MRC) which provides information and knowledge services to other programmes as well as to National Mekong Committee and line agencies. As it was formulated in December 2006 through the approval of the MRC Council, IKMP's objective is to build a solid foundation of data, information and knowledge products, systems and services that supports the goal of the Mekong River Commission.

Phase one of the programme was operated from January 2007 to December 2010 under the framework of 1995 Mekong Agreement and was in line with the MRC Strategic Plan 2006-2010. Moving forward to consolidate outputs/achievements of IKMP and continue providing knowledge based products and services to other MRC programmes and member countries as needed, phase two of IKMP has been formulated covering period of 2011-2015 which is designed to be very much in line with new Strategic Plan 2011-2015 of the MRC.

The development objective of IKMP 2011-2015 is to **"effectively support MRC programmes, NMCS and relevant line agencies on the development and management of water and related resources in the Mekong Basin by providing basin-wide monitoring, impact assessment, modeling, forecasting, and knowledge management system for planning and programme implementation work"**. The IKMP 2011-2015 is established with five key components based on its delivered products and services, including: Programme Management, River Monitoring, MRC Information System, Modelling and Assessment, and Learning Centre for Knowledge Hub for Transboundary Water Resources Management.

Implementation of IKMP 2011-2015 requires a number of inputs. The GIS and Database Specialist is supposed to support the implementation of the programme in the field of Data and Information Management.

3. JOB SUMMARY

Under the overall supervision of the Division Director, and the direct supervision of the IKMP Coordinator, the GIS and Database Specialist takes overall activities of MRC Information System component of IKMP, co-ordinates and carries out GIS and Physical Geography related activities.

4. KEY TASKS

The incumbent performs the following tasks:

- Takes overall and implements projects/activities of MRC Information System component of IKMP such as work plan preparation, and routine works under the component.
- Provides technical advice in relation to data management, collection and the development of database systems including Data Quality Assurance and Quality Control to the MRC Programmes, projects and riparian relevant line agencies.
- Undertakes spatial analyses and mapping for MRC Programmes and projects, as required.
- Maintains and updates the spatial and time series databases, including links to other MRC databases.
- Supervises quality control of spatial datasets and the generation of metadata.
- Co-ordinates with other divisions/sections of the MRCS on data retrieval, acquisition, quality control/assessment and analysis for the purposes of enhancing GIS activities at MRCS.
- Assists in the development and maintenance of web-based GIS applications and services, including MRC Data Portal.
- Co-ordinates the processing of spatial datasets requests by other agencies.
- Trains riparian counterparts and MRC Programmes staff in GIS applications, including related software, through on-the-job training and technical workshops.
- Performs any other relevant tasks as agreed with the direct supervisor.

5. SCOPE OF AUTHORITY

- (a) Supervision requirements:** The incumbent is responsible for the outputs of the component, the on-the-job training of MRC, NMC and line agency staff as detailed in key tasks above.
- (b) Level of autonomy:** Decision making generally follows defined procedures. The position does not administer a budget.
- (c) Level of problem solving required:** Problem solving can be complex and is based on the direction of IKMP coordinator/CTA and specialist technical knowledge.
- (d) Level and type of communications required:** Communications are wide, within and outside the organisation, and include routine written communications, technical notes, system documentation etc.

6. COMPETENCE REQUIREMENTS

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

7. POST-SPECIFIC QUALIFICATIONS

An advanced degree in natural/physical sciences, e.g. geography or Information Technology or in any other academic field relevant to natural resources management and/or mapping and High level training in Geographic Information Systems (GIS) either as part of an advanced degree or through separate recognised training arrangements.

At least 7 years experience in developing spatial natural resources information systems and databases, demonstrating knowledge of natural resources classification systems and mapping, preferably in relation to the Mekong region or similar natural environments are required.

Full working knowledge of ArcGIS/ArcInfo software. Knowledge in Remote Sensing related software is an advantage

Working knowledge of relational database systems, ArcSDE geodatabase design and management.

Experience in developing online map services (e.g. with ArcIMS) and GIS Applications is highly desirable.

Experience in drafting policies, guidelines etc for data and information management would be an advantage.

Experience in applying satellite remote sensing, both SAR (Synthetic Aperture Radar) and optical imageries, to GIS for natural resources mapping and inventories would be an advantage.

Language: Fluency in English, both written and spoken. Working knowledge of more than one riparian language is desirable.

8. SIGNATURES

Incumbent: _____ (date)

Supervisor: _____ (date)

Director: _____ (date)

Brief information on remuneration

The remuneration package, *subject to change*, includes **(i)** annual net base salary exempt from tax by Cambodia authorities, starting at US\$33,440 (M-11, 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.

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.