



## JOB DESCRIPTION

<b>Job Title:</b>	<b>Chief River Basin Planner</b>
<b>Division/Office:</b>	<b>Planning Division</b>
<b>Salary Level:</b>	<b>M-13</b>
<b>Date of Verification (If any):</b>	<b>May 2022</b>

### 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, 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 Organization 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

#### MRC values

- [Integrity](#)
- [Transparency](#)
- [Mutual respect](#)
- [Professionalism](#)
- [Accountability](#)
- [Results orientation](#)

### 2. JOB SUMMARY/JOB STATEMENT

The jobholder acts as the Lead Technical staff of the Planning Division, and directly supports the Director in overseeing the technical work of the Division and guiding the technical work of other specialists. Specifically, he/she leads the work on Mekong river basin development planning, including the preparation, update, and implementation support to the IWRM-based Basin Development Strategy and its linkage to other basin-wide sector strategies, the MASAP and the

implementation of MRC Procedures, in close consultation with the lead technical staff of the Environmental Management Division. He or she supports Member Countries in assessing and optimising national and basin-wide benefits and reducing transboundary costs of national plans and projects through scenario assessments, regional benefit sharing and water diplomacy. The position supports the Director in leading the implementation of MRC's core river basin management functions related to basin-wide assessment (CRBMF 2), planning support (CRBMF 3) and implementation of MRC procedures (CRBMF 5).

### 3. MAIN TASKS AND RESPONSIBILITIES

Under the direction of the Division Director, the incumbent performs the following duties:

- Lead and provide coordination support to the preparation, update and implementation support of the Basin Development Strategy, including the Basin Development Plan, and facilitate a common understanding of opportunities and risks of Mekong basin development and management through Basin Development Planning process in close collaboration with OCEO and Environment Division in terms of common strategic perspective;
- Technically advise and support the development of the MRC Strategic Plan in line with the streamlined strategic planning process in close collaboration with the OCEO;
- Lead the review and assessment of basin-wide development scenarios taking into account changes in national and regional plans, policies and strategies;
- Lead the work on regional cost and benefit sharing and the related water diplomacy initiatives taking into account global experiences and best practices;
- Provide lead technical and coordination support to Member Countries in preparing, updating and implementing the National Indicative Plans, including joint projects development and promotion in collaboration with OCEO in terms of fund raising;
- Provide support to the implementation of transboundary projects between member countries;
- Coordinate and facilitate the work of the MRC's regional technical/expert group related to basin planning (if applicable), and contribute to the work of other groups as required;
- Advise and support relevant specialists in the preparation and implementation of the basin-wide adaptation and sector strategies;
- Technically support the Director in the coordination of the implementation of the MRC Procedures, including the PNPCA and PMFM (planning) and the linkage to basin development planning;
- Advise and support the relevant specialist in the engagement with broader stakeholders through established and innovative mechanisms and institutional arrangements, including relevant international and regional organisations, programmes, initiatives, private sector, civil society and other stakeholder groups in river basin planning process;
- Advise and support relevant specialists in the development of relevant technical guidelines;
- Support the review and update as needed the MRC Indicator Framework under the Environment Division;
- Contribute to the State of Basin report in collaboration with the Environment Management Division;
- Review the MRC's knowledge base and assessment tools and make recommendations for improvement in support of basin planning and management in collaboration with the Technical Support Division;
- Ensure that relevant knowledge and products developed by the MRC are available and disseminate at the national level to assist decision-making processes;

- Support the director and relevant MRCS' specialist in monitoring the achievement of the Division's technical activities, including the preparation of progress reports;
- Prepare and submit M&E forms and contribute to the Mid-year and Annual Report;
- Ensure results-based framework are reflected in the division's technical implementation;
- Ensure gender aspects are integrated and mainstreamed into the implementation of Division's technical work and activities;
- Perform other relevant tasks as required.

#### 4. SCOPE OF AUTHORITY

- Supervision requirements:** The position does not require any formal supervisory responsibilities. However, supervision of consultants and quality control may be required. The position technically guides the work of specialists and officers in the division.
- Level of autonomy:** Decision making follows defined procedures. The position does not administer a budget, yet has responsibility for ensuring the financial accountability of MRC.
- Level of problem solving required:** Problem solving skill is expected and the incumbent must display sensitivity, initiative and creativity.
- Level and type of communications required:** Communications are wide, within and outside the organisation, and require considerable oral and written skills.

#### 5. QUALIFICATION REQUIREMENTS

<b>Certificate:</b>	University degree (Master or higher) in development planning, water resources management or relevant field. A doctorate is desirable.
<b>Additional Certificates:</b>	<ul style="list-style-type: none"> <li>• TOEIC certificate with 600 points and over is required. An equivalent internationally recognized certificate or a university degree from an internationally recognized academic institution whose instruction is in English may also be considered.</li> </ul>
<b>Experience:</b>	<ul style="list-style-type: none"> <li>• Minimum 13 years of experience in water resources planning and management or development planning including experiences in preparing, developing and implementing basin development or management strategies and plans;</li> <li>• Extensive experience in working in and with international/inter-governmental organisations and multiple stakeholder groups;</li> <li>• Extensive experience leading and managing complex planning and negotiation process;</li> <li>• Experience leading multi-national and multi-disciplinary technical teams highly desirable;</li> <li>• Experience with MRC and Mekong basin development planning at regional or national levels preferred.</li> </ul>

#### 6. COMPETENCIES

<b>Required Core Competency</b>	Level (1-3) 1 = Required 2 = Desirable 3 = Optional
<b>Knowledge</b>	
Water resource management	1
River basin planning	1
Regional knowledge of the Mekong River Basin	1
International legislation on water and other relevant international conventions, as well as international and regional programmes on transboundary water resource management	2
Impact analysis	2
Conflict management	2
Water resource management	1

<b>Skills</b>	
Excellent command of spoken and written English	1
Excellent report writing skills	1
Presentation	1
Communication	1
Reasoning & negotiation skills	1
Project planning and management	2
Analysis, data processing	2

<b>Attitudes</b>	
Strong willingness and ability to work inter-disciplinarily	1
Technical Leadership and vision	1
Willingness to travel within and outside the region	2

## 7. REMUNERATION

The remuneration package, subject to change, includes:

- **Remuneration:**

- Annual net base salary exempts from tax by Lao authorities, starting at M-13 Step 1 with **US\$ 53,643** with a living cost of 5% of the base salary;
- Non-residential staff members who are relocated to the duty station (Vientiane, Lao PDR or Phnom Penh, Cambodia) are granted with 7% on the post adjustment and 7% on hardship allowances annually, and a rental subsidy of USD500 monthly.

- **Benefits:**

- The MRC's contribution to staff member's Provident Fund (pension fund) of 14% of base salary per annum;
- Coverage of health insurance for staff and eligible dependents, and accident insurance (on a shared basis with the employee) for staff;
- Other entitlements and benefits such as dependency allowance (USD40/dependent), annual leave (30 days per year), sick leave (30 days per year), special leave with pay, maternity and paternity leaves, education grant (75% of maximum USD12,000 per an eligible child for non-residential staff and 5% of the base salary for resident staff), annual health check (subject to budget availability), annual vaccination including Covid-19 vaccines, and more;

- Non-resident staff members who are relocated to the duty station (Vientiane or Phnom Penh) are granted with a subsidized home leave, shipment of personal effects to and from the duty station up on joining and conclusion of service with the MRC Secretariat.

All MRC Secretariat staff members are subject to a six-month probationary period.

The duration of the assignment of MRC Riparian Professional Staff is up to a maximum 6 years according to 1995 Mekong Agreement.

THE MRCS RESERVES THE RIGHT TO APPOINT A CANDIDATE AT A LEVEL LOWER THAN THE ADVERTIZED LEVEL OF THE POST.

## 8. REMARKS

The Job Description is subject to revisions by the MRC.

9. INCUMBENT'S SIGNATURE: \_\_\_\_\_ (date)