



JOB DESCRIPTION

Job Title:	Climate Change Adaptation Specialist
Division/Office:	Planning Division
Salary Level:	M-12
Date of Verification (If any):	May 2022

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 supports the planning and implementation of the Mekong Adaptation Strategy and Action Plan (MASAP) and related guidelines for addressing transboundary impacts of climate change and needs for transboundary adaptation. He or she works closely with Chief River Basin Planner in ensuring the integration of climate change adaptation into the basin development planning process and other sectoral plans/strategies and in supporting the basin planning core

river basin management function. The position works closely with relevant specialists of other Divisions in supporting member countries in addressing flood and drought.

3. MAIN TASKS AND RESPONSIBILITIES

Under the management direction of the Division Director and technical advice of the Chief River Basin Planner, the incumbent performs the following duties:

- Plan, implement and coordinate activities related to the Mekong Adaptation Strategy and Action Plan (MASAP) and related guidelines;
- Support the implementation of MRC's core river basin management functions related to basin-wide climate change assessment (CRBMF 2) and climate change planning support (CRBMF 3);
- Prepare reports on climate change adaptation status of the Mekong region;
- Monitor and report on the implementation of the MASAP;
- Collaborate with relevant specialists to establish and maintain close collaboration with external partners and all MRC division's activities related to the MASAP and the report on climate change adaptation status of the LMB;
- Support the integration of climate change adaptation into the updated Basin Development Strategy (BDS), National Indicative Plans, the MRC Strategic Plans, and sectoral plans/strategies;
- Work closely with socio-economic specialist, governance officer, stakeholder engagement specialist to ensure the climate change adaptation related activities gender sensitive;
- Work closely with relevant staff of the Technical Support Division to ensure climate monitoring and reporting on current and future trends, including on flood and drought;
- Contribute to the development of relevant technical guidelines as led by other specialists/divisions;
- Support the work of the MRC's regional technical/expert group related to planning and climate change adaptation;
- Initiate and maintain connections with organizations and projects involved with climate change adaptation in the Greater Mekong Sub-region (GMS), ASEAN and other regional programmes/initiatives;
- Provide relevant technical inputs to the assessments of risks and impacts of decisions on water resources management and development in the basin;
- Perform other relevant tasks as required.

4. SCOPE OF AUTHORITY

- a. **Supervision requirements:** The position does not require any formal supervisory responsibilities. However, supervision of consultants and quality control may be required.
- b. **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.
- c. **Level of problem solving required:** Problem solving skill is expected and the incumbent must display sensitivity, initiative and creativity
- d. **Level and type of communications required:** Communications are wide, within and outside the organisation, and require considerable oral and written skills.

5. QUALIFICATION REQUIREMENTS

Certificate:	University degree (Master or higher) in environmental management, environmental sciences, social sciences, development studies, or other relevant fields
Additional Certificates:	<ul style="list-style-type: none"> • 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.
Experience:	<ul style="list-style-type: none"> • Minimum 10 years of experience in strategic development, policy formulation and analysis, preferably linked to climate change and adaptation in international or national water management organisation(s) • Preferably 5 years of experience in management of complex project • Preferably 3 years of experience in bilateral, international relations

6. COMPETENCIES

Required Core Competency	Level (1-3) 1 = Required 2 = Desirable 3 = Optional
Knowledge	
Climate change and adaptation in particular	1
Strategy formulation and planning	1
Water resources management	2
Impact analysis	2
Drought management	2
Flood management	2
Regional knowledge of the Mekong River Basin	2

Skills	
Excellent command of spoken and written English	1
Excellent reporting writing skills	1
Communication	1
Reasoning & negotiation skills	1
Analysis and data processing	1
Presentation	2
Project planning and management	2

Attitudes	
Strong willingness and ability to work inter-disciplinarily	1
Willingness to travel within and outside the region	2
Technical leadership and vision	2

7. REMUNERATION

The remuneration package, subject to change, includes:

- **Remuneration:**

- Annual net base salary exempts from tax by Lao authorities, starting at M-12 Step 1 with **US\$ 41,670** 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)