



JOB DESCRIPTION

Job Title:	Human Resources Officer
Division/Office:	Administration Division
Salary Level:	M-11
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 Chief HR Officer in the provision of overall Human Resources (HR) services and policies, specifically on HR management services including administering performance evaluation, payroll, compensation, benefits/allowances, separation, and employment contracts for staff and consultants.

3. MAIN TASKS AND RESPONSIBILITIES

Under the management direction of the Division Director and technical guidance of the Chief HR Officer, the incumbent performs the following duties:

PAYROLL AND BENEFITS/ALLOWANCES, SEPARATION ADMINISTRATION

- Administer monthly payroll ensuring its corrections and timeliness in line with the MRCS policies;
- Administer all benefits and allowances in accordance with regulatory and internal policies; Mediate between benefits providers and organization and its staff members;
- Execute separation procedures;

PERFORMANCE EVALUATION ADMINISTRATION

- Administer the Annual Staff Performance Appraisal Review (PAR) process to meet its objectives and timelines
- Support the Chief HR Officer in reviewing and updating the PAR procedures

EMPLOYMENT CONTRACTING

- Verify the rate or fee of staff and/or individual consultant prior to offering the job;
- Prepare remuneration and benefits/allowances packages for recruiting positions;
- Prepare the employment contracts, special service agreements, and service contracts;

HUMAN RESOURCES DATA AND REPORTING

- Update staffing table and manning table;
- Prepare staff cost budgets, staff cost reports per head, division, and overall organization;
- Update and improve all forms related to human resources services i.e. Application, PARs, Benefit and Allowances Requests, etc;
- Monitor and update human resources data including statistical data, personnel data, attendance records, Personal Action Forms, PARs, and other related data;
- Maintain and update the HR database in FMIS in collaboration with IT team;

OTHERS

- Support Chief HR Officer in preparing staff orientation materials on benefits/allowances, PAR procedures and other related matters; Provide orientation to new staff on these issues as required;
- Provide advice related to HR services to the Divisions and Office when required;
- Attend the MRCS Staff Association when required;
- Perform other functions of HR management when the Chief HR Officer is absent;
- Perform other relevant tasks as required.

4. SCOPE OF AUTHORITY

- a) **Supervision requirements:** The position does not require any formal supervisory responsibilities.
- 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 (Bachelor or higher) in human resources management, business administration, labour relations or related fields. A Master degree is desirable.
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"> 7 years progressive working experience in human resources or personnel management

6. COMPETENCIES

Required Core Competency	Level (1-3) 1 = Required 2 = Desirable 3 = Optional
Knowledge	
Human resources management	2
Human resources development	2
Capacity development	2
HR management in organisations during reform and transition	3

Skills	
Interpersonal and cross-culture communication skills	1
Coordination and facilitation	2
Time-/project- management	2
Planning	2
Conflict management	2

Attitudes	
Respect for diversity	1

7. REMUNERATION

<p>The remuneration package, subject to change, includes:</p> <ul style="list-style-type: none"> Remuneration: <ul style="list-style-type: none"> Annual net base salary exempts from tax by Lao authorities, starting at M-11 Step 1 with US\$ 33,440 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: <ul style="list-style-type: none"> The MRC's contribution to staff member's Provident Fund (pension fund) of 14% of base salary per annum;
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- 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)