

JOB DESCRIPTION

Job Title:	Socio-Economic 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

MRCS values

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

2. JOB SUMMARY/JOB STATEMENT

The jobholder is responsible for activities related to socio-economic assessment, social impact monitoring and vulnerability assessment (SIMVA), and other socio-economic related surveys and researches of MRC sectors and the contribution to basin-wide strategy development, implementation and monitoring. He or she provides regular information on the status and trends

of the social and economic conditions of the population of the LMB, linked to changes in water resources, and contributes actively to state of basin reporting.

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:

- Be responsible for the overall MRC socio-economic activities such as studies, basin-wide development assessments, social impact assessment under PNPCA, regular updates on socio-economic development trends in the LMB in contributing to the state of basin reporting;
- Support the development, implementation and monitoring of basin-wide, adaptation and sector strategies;
- Lead social impact monitoring and vulnerability assessment (SIMVA) including support implementation of technical guideline for data collection and analysis, carrying out field survey and study, and preparation of regional technical report and dissemination;
- Ensure the quality of national level socio-economic data in collaboration with the Technical Support Division;
- Support the maintenance of the regional level socio-economic database and its integration into the MRC-Information System in close collaboration with Technical Support Division;
- Support a range of other sectoral basin-wide social assessments and studies, including gender analysis and mainstreaming, in collaboration with Environment Management Division;
- Support the update of the MRC indicator framework and state of basin reporting relating to social and economic dimensions, under the Environment Division;
- Develop a roadmap of decentralization for the SIMVA study to the Member Countries and provide support as necessary;
- Contribute to the development of relevant technical guidelines as led by other specialists/ Divisions;
- Coordinate and support the work of the MRC's regional technical/expert group related to socio-economic activities (if applicable), and contribute to the work of other regional groups as required;
- 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 social sciences, economics, 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 socio-economic aspects related to water resources management, socio-economic assessment, social surveys and research, statistical analysis of social data, and mainstreaming, and analysis of socio-economic conditions. • Gender analysis is desirable. • Economic assessment experience is desirable. • Preferably 7 years of experience in management of complex project • Preferably 5 years of experience in bilateral, international relations

6. COMPETENCIES

7. Knowledge	Level (1-3) 1 = Required 2 = Desirable 3 = Optional
Socio-economic impact assessment	1
Social survey and research	1
Statistical software	1
Gender	2
Water resources management	2
Regional knowledge of the Mekong River Basin	2

Skills	Level (1-3) 1 = Required 2 = Desirable 3 = Optional
Analysis and data processing	1
Excellent command of spoken and written English	1
Excellent report writing skills	1
Presentation	2
Project planning and management	2
Communication	2
Reasoning & negotiation skills	2

Attitudes	Level (1-3) 1 = Required
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	2 = Desirable 3 = Optional
Strong willingness and ability to work inter-disciplinarily	1
Willingness to travel within and outside the region	2
Leadership and vision	2

8. 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.

9. REMARKS

The Job Description is subject to revisions by the MRC.

9. INCUMBENT'S SIGNATURE: _____ (date)