



## JOB DESCRIPTION

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|---------------------------------------|--|
| <b>Job Title:</b>                     | <b>Water &amp; Climate Monitoring Specialist</b> |
| <b>Division/Office:</b>               | <b>Technical Support Division</b>                |
| <b>Salary Level:</b>                  | <b>M-12</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 supports the Chief Hydrologist in hydrological monitoring and activities and is responsible specifically for climate change monitoring and analysis including drought.

### 3. MAIN TASKS AND RESPONSIBILITIES

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

- Lead hydro-meteorological data collection (including sediment and groundwater) and monitoring works;
- Responsible for climate change monitoring including flood and drought;
- Implement and coordinate activities related to climate change analyses including database of historical and future projected climate data/information, results of impact and vulnerability assessments, basin-wide climate change and adaptation monitoring and reporting system, climate change and hydrological modelling and analysis and analyses of climate change impacts and vulnerabilities;
- Support development and implementation of the hydro-meteorological and related projects for the improvement of the MRC hydro-meteorological database including the telemetry system, and to provide relevant technical trainings, as and when required;
- Prepare the processing and publication of the hydrological year book;
- Ensure quality control and assurance of hydro-meteorological data/information (including sediment and groundwater) and maintain MRC hydro-meteorological database;
- Support hydrological studies (including sediment and groundwater studies) in collaboration with relevant staff, divisions, riparian counterpart and line agencies, regional and international organisations and institutions;
- 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 climate change, drought (if applicable), and contribute to the work of other regional groups as required;
- Contribute to and support the implementation of the MRC Procedures, especially from the monitoring aspect of the procedures;
- Provide relevant technical inputs to the assessments of risks and impacts of decisions on water resources management and development in the basin;
- Work under the management direction of the Director and technical guidance of the Chief Hydrologist;
- 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

|                                 |  |
|---------------------------------|--|
| <b>Certificate:</b>             | University degree (Master or higher) in hydrology, climate modeling, hydrological modeling, water resources development, or related fields   |
| <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 10 years of relevant experience in climate and water resource analysis and monitoring;</li> <li>Knowledge and skills and hands-on experience in establishment of database, modeling, hydrological analysis and basin-wide monitoring;</li> <li>Experience with and good knowledge of the Mekong riparian countries and the Mekong River Basin with a proven experience of working in an international environment.</li> </ul> |

## 6. COMPETENCIES

| <b>7. Knowledge</b>  | Level (1-3)<br>1 = Required<br>2 = Desirable<br>3 = Optional |
|--|--|
| Mekong River Basin hydrology   | 1  |
| Climate monitoring   | 1  |
| Information and database management  | 1  |
| Hydrological, water balance analysis and hydrological modelling or computer modelling techniques | 2  |
| Water resources monitoring   | 2  |
| Flood forecasting  | 2  |

| <b>Skills</b>                                   | Level (1-3)<br>1 = Required<br>2 = Desirable<br>3 = Optional |
|---|--|
| Excellent command of spoken and written English | 1  |
| Presentation                                    | 1  |
| Project planning and management                 | 2  |
| Communication                                   | 2  |

| <b>Attitudes</b>  | Level (1-3)<br>1 = Required<br>2 = Desirable<br>3 = Optional |
|---|--|
| Strong willingness and ability to work inter-disciplinarily | 1  |
| Willingness to travel within and outside the region         | 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)