



JOB DESCRIPTION

Job Title:	Chief Human Resources Officer
Division/Office:	Administration Division
Salary Level:	M-13
Date of Verification (If any):	May 2021

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 for mutual benefits and people's well-being.

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, environmentally sound and climate resilient 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 job holder is responsible for providing effective Strategic Human Resources for establishing and implementing human resources management and development strategy in line with overall MRC strategic plan and objectives. S/he is responsible for the implementation of the improvement in HR policies, practices, and services for the development of employees to fulfil and deliver their assigned tasks and responsibilities. The position is key in supporting the Director in leading the implementation of core function of human resource management and development (CF1.1), and in developing and ensuring the capacity of staff to implement CRBMF at both the regional and national levels in line with the decentralisation Road Map.

3. MAIN TASKS AND RESPONSIBILITIES

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

HR planning, policies and practices

- Develop, maintain and execute activities related to HR management and development, including HR planning and organizational development, and advise the Director on these issues;
- Implement HR management, including HR policies, recruitment procedures, payroll, compensation and benefits, performance management system and employment contracts and internal control of HR systems.
- Monitor and update the labor legislations and implement required changes to ensure compliance;
- Conduct a regular review of HR policies and practices, ensuring that they are in line with the MRC's objectives and directions, for effectiveness and compliance to legal requirements, and ensuring effective implementation of these after approval following the MRC's procedures;
- Advise on HR development issues, both at the Secretariat and National Mekong Committee level;
- Develop the Level of Effort Plan for the Multiyear Work Plan for each task.

HR operations

- Implement the recruitment of the Secretariat's staff by ensuring the qualified staff with appropriate values, attitudes, skills and knowledge in order to strengthen the MRCS;
- Implement and monitor the HR Information System solutions such as CADENA, FMIS and/or other MRC's HR software;
- Support the recruitment and selection functions to meet the objectives and timeline;
- Support Divisions in the preparation, review and update of job descriptions/Terms of References for all positions to ensure consistency and compliance with the established policies and procedures;
- Prepare interview reports and manage the reports with the parties concerned for senior positions;
- Coordinate legal matters and disciplinary actions related to HR, and working with legal counsel as needed;
- Maintain and manage consultant's contract obligation database (FMIS), ensuring the obligated amount is accurately updated in real-time, reported and up to date;

- Ensure the payroll system is error-free and well-functioning, making accurate payments to employees at all time;
- Ensure that oversee visa arrangements and employment contracts are in place to ensure that every individual staff holds a valid visa for their employment.

Human resources development

- Develop the Training Master Plan and tools for proper management of strategic HRD;
- Develop, plan and oversee the orientation of new hires by working in conjunction with the senior management;
- Plan and implement HRD activities in consultation with Divisions for effective and coordinated implementation;
- Work in collaboration with the OCEO and relevant Divisions for HRD activities across the MRC to ensure there is minimal duplication and a proper follow up;
- Plan and manage the Junior Riparian Professional (JRP) and Associates' activities and benchmarking with similar initiatives/programmes and other international/regional organizations in the region;
- Maintain and ensure continued development of HRD activities database.

Internal communication

- Develop and maintain a regular communication channel/mechanism with the Secretariat's staff about any changes in HR policies, procedures and practices;
- Regularly and timely communicate with staff on these changes.

Others

- Support the Director in managing the budget and the efficient use of resources related to HR in accordance with the Strategic Plan and Multi-year Work Plans;
- Fill and submit M&E forms and contribute to the Mid-year and Annual Reports;
- Ensure a results-based framework is reflected in the Division's and Office technical implementation;
- Oversee and make sure HR related internal and external auditing as well as donor's assessment is effectively implemented;
- Ensure gender aspects are integrated and mainstreamed into HRD and the management cycle, including performance management;
- Promote internal organizational initiatives and awareness campaigns on gender equity.
- Perform other related tasks as required by the AD Director and the CEO.

4. SCOPE OF AUTHORITY

- Supervision requirements:** None. The position technically guides the work of HR officers and assistants in the Division. Supervision of consultants and quality control may be required.
- Level of autonomy:** Decision making follows defined procedures. The position does not administer a budget but has responsibility for ensuring the financial accountability of the MRC.
- Level of problem solving required:** Problem solving skill is complex and the incumbent must display sensitivity, initiative, respect, and creativity.
- Level and type of communications required:** Communications are wide, within and outside the organization, and require considerable oral and written skills.

5. QUALIFICATION REQUIREMENTS

Certificate:	Minimum Master's Degree in Human Resources Development and Management, Public Administration, Business Administration or a related field.
Additional certificates:	TOEIC certificate with 700 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"> At least 13 years with progressive and previous experience in various HR areas of expertise in an international, public or private sector organization. At least 10 years of experience directing and managing the activities of HR management and development functions, with more than 5 years at the senior/middle management level. Experience must include hands-on responsibility for the full scope of HR activities, at both operations and analysis.

6. COMPETENCIES

Required Core Competency	Level (1-3) 1 = Required 2 = Desirable 3 = Optional
Knowledge	
Human resources management	1
Human resources development	1
Labour law knowledge	2
Skills	
Excellent interpersonal and cross-culture communications	1
Strong training and development experience	1
Excellent negotiation	1
Strong time management and priorities management	2
Excellent analytical ability	2
Labour law	2
Attitudes	
Leadership	2
Respect for diversity	2

7. REMUNERATION

The remuneration package, subject to change, includes:

Remuneration:

- Annual net base salary exempts from tax by Lao authorities, starting at US\$ 53,643 (M-13, step I);
- Non-residential staff members who are relocated to the duty station (Vientiane, Lao PDR or Phnom Penh, Cambodia) are granted with a living cost of 5% of the base salary, 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 maximum six years according to the 1995 Mekong Agreement and Procedural Rules.

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: _____