



JOB DESCRIPTION – RPs

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| Job Title: | Chief Hydrologist |
| Division/Office: | Technical Support Division |
| Salary Level: | M-13 |
| Date of Verification (if any): | August 2020 |

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.

2. JOB SUMMARY/JOB STATEMENT

The jobholder is the Lead Technical staff of the Division and supports the Director in overseeing the work of the Division and guiding other specialists. Specifically, the Chief Hydrologist supervises all activities and tasks assigned related to hydrology and hydrological monitoring, and the associated work of information and data management. The position will closely work with other staff in charge of other related basin and environmental monitoring activities including discharge and sediment, water quality, ecological health and fisheries. The position holder oversees the management, production, and distribution of the MRC hydro-meteorological information. The position supports the Director in leading the implementation of core river basin management functions related to data and monitoring (CRBMF 1), modelling and analysis (CRBMF 2) and forecasting, warning and emergency response (CRBMF 4) and implementation of the MRC Procedures.

3. MAIN TASKS AND RESPONSIBILITIES

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

- Supervises basin monitoring related to hydrology and work closely with those in charge of other monitoring activities including discharge and sediment, water quality, ecological health and fisheries;
- Leads, supervises and conducts scientific hydrological studies (including sediment and groundwater studies) and contributes to basin-wide assessments in collaboration with relevant staff, divisions, riparian counterparts and line agencies, regional and international organisations and institutions;
- Conducts timely hydrological analysis and assessment and prepares needed technical reports, including for the Procedures for Notification, Prior Consultation and Agreement (PNPCA);
- Ensures that allocated resources are effectively and efficiently used for the production of the MRC hydrometeorological information;
- Develops and implements the hydro-meteorological and related projects for the improvement of the MRC hydro-meteorological database and advises on other databases especially their status, integration/linkage and use;

- Assures an adequate provision of services and information to the MRCS Divisions, riparian agencies and other partners;
- Supports the preparation of the Annual Mekong, Hydrology, Flood and Drought Reports and other basin monitoring reports;
- Supervises the processing and publication of the hydrological data on the MRC Web Portal;
- Develops and updates the relevant technical contents of monitoring webpages and tools for the MRC Procedures, including the Procedures for the Maintenance of Flows on the Mainstream (PMFM) and Procedures for Water Use Monitoring (PWUM);
- Provides technical advice in relation to hydrological data collection (including sediment and groundwater studies), management and development of database systems and tool to support river monitoring and flood forecasting;
- Supervises quality assurance and quality control of all received data and conducts network analysis;
- Reviews and approves the data coverage and gap-filling, correlation analysis, synthesization and suggestions on short-term and long-term adjustments of monitoring river data through the Aquarius system;
- Leads hindcast studies of historical floods and droughts at the scale of the entire Mekong Basin;
- Supervises parameter study of critical events (floods and droughts), and combinations of events at the scale of the entire Mekong Basin;
- Supervises statistical analysis of probabilities under specific assumptions, covering a range of hydrometeorological events, and various interventions at the scale of the entire Mekong Basin;
- Advises modelling activities, ensuring its contribution to hydrological, flood, drought and other assessments;
- Guides and assists hydrological and hydraulic studies for flood management activities;
- Contributes to the routine evaluation of the annual forecasting and river monitoring as well as to the preparation of Annual Mekong Hydrology, Flood and/or Drought Reports and hydrological studies/analyses;
- Contributes to the development of relevant technical guidelines as led by other specialists/Divisions;
- Coordinates and supports the work of the MRC's regional technical/Expert Group of Data, Modelling and Forecasting (EGDMF) and related to hydrology (if applicable), and contributes to the work of other regional groups as required;
- Supports the implementation of the MRC Procedures, especially from the monitoring aspect of the Procedures;
- Provides relevant technical advice to the assessments of risks and impacts of decisions on water resources management and development in the basin;
- Prepares and submits M&E forms and contributes to the Mid-year and Annual Report;
- Ensures results-based framework is reflected in the Division's technical implementation;
- Ensures gender aspects are integrated and mainstreamed into the implementation of the Division's technical work and activities;
- Performs other relevant tasks as required by supervisors.

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. The position technically guides the work of specialists and officers in the division.
- 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 the 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 organization, and require considerable oral and written skills.

5. QUALIFICATION REQUIREMENTS

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| Certificate: | <ul style="list-style-type: none"> University degree (Master or higher) in engineering, water resources, hydrology, hydro-meteorology or a related discipline. A doctorate is desirable. |
| Additional certificates: | <ul style="list-style-type: none"> 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"> Minimum 13 years of experience in applied hydrology and water resources engineering; Excellent knowledge/experience of the Mekong River Basin hydrology; Excellent knowledge and professional experiences in a broad range of hydrological analysis, water monitoring, hydrological modelling, or computer modelling techniques as applied to river-system or basin simulation and flood and drought forecasting; Good knowledge and professional experiences in website and (web-based) hydrological data/information management system; Knowledge of GIS application for water resources management is an advantage; Demonstrated project management skills including formulation, planning, programming, execution, coordination, facilitation, report writing, implementation of programmes/projects in a multicultural and international environment, and in particular with relevant line agencies of the MRC Member Countries. |
| Abilities: | <ul style="list-style-type: none"> Demonstrated project management skills including formulation, planning, programming, execution, coordination, facilitation, report writing, implementation of programmes/projects in a multicultural and international environment, and in particular with relevant line agencies of the MRC Member Countries. |

6. COMPETENCIES

| Required Core Competency | Level |
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| Knowledge | Level (1-3) 1 = Required 2 = Desirable 3 = Optional |
| Mekong River Basin hydrology | 1 |
| Hydrological, water balance analysis and hydrological modelling or computer modelling techniques as applied to river-system simulation and flood forecasting | 1 |
| Water resources monitoring | 1 |
| Information and database management | 1 |
| Information technology | 1 |
| Flood forecasting | 2 |
| Skills | Level (1-3) 1 = Required 2 = Desirable 3 = Optional |
| Excellent command of spoken and written English | 1 |
| Presentation | 1 |
| Analysis and data processing | 1 |

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| Excellent report writing skills | 2 |
| Project planning and management | 2 |
| Communication | 2 |
| Attitudes | Level (1-3) 1 = Required 2 = Desirable 3 = Optional |
| Strong willingness and ability to work inter-disciplinarily | 1 |
| Technical Leadership and vision | 1 |
| Willingness to travel within and outside the region | 2 |

7. REMUNERATION

The remuneration package, subject to change, includes:

Remuneration:

- Annual net base salary exempt 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 the 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: _____