



JOB DESCRIPTION – RPs and GSS

Job Title:	Governance Officer
Division/OC:	Administration Division
Salary Level:	M-11
Date of Verification (if any):	June 2021

1. THE MEKONG RIVER COMMISSION AND MRC SECRETARIAT (BACKGROUND)

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, environmentally sound and climate resilient Mekong River Basin

VISION for the Mekong River Commission

A world class, financially secure, International River Basin Organisation 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 is responsible for the effective application of the MRC's Rules of Procedures regarding the preparation, organisation & management of all governance related meetings of

the MRC, including but not limited to Summit, Council, Joint Committee, JC Task Force, Budget Committee, and routine meetings between the MRC and its Dialogue Partners and Development Partners.

3. MAIN TASKS AND RESPONSIBILITIES

Under the supervision and management direction of the Director of Administration Division (AD), the incumbent is required to perform the following functions:

RULES OF PROCEDURES

- Monitor and advise on the application of the MRC's Rules of Procedures with regard to the organisation of the governance events;
- From time to time to undertake the review and make proposals to changes as deemed necessary or as required by the MRC's governance bodies to the MRCS senior management team and MRC governance bodies.

GOVERNANCE MEETINGS

- Prepare and provide technical support to the organisation of governance meetings of all types (Summit, Council, JC, JC Task Force, Dialogue Partners, Development Partners, and Budget Committee);
- Serve as a focal point in communicating and coordinating with the MRC member countries and Partners on agreed dates and venues for planned governance events;
- In the meetings, serve as records and minutes taker. In the process of records and minutes finalization, has to work and coordinate the input and feedbacks from the Divisions, Office of the CEO and the MRC member countries;
- Support the preparation of provisional agenda for governance meetings under the direction of the MRCS CEO through the AD Director and in consultation with the Chief Strategy and Partnership Officer;
- Prepare briefing documents on governance matters, and dialogue relations for all MRC's governance meetings in consultation with the Chief Strategy and Partnership Officer;
- Coordinate with and compile the input of briefing documents (briefing notes and PowerPoint presentations) from Divisions and Office of the CEO, and to undertake the reviews of submitted documents to ensure the correctness of spellings, grammar, punctuations and format;
- Timely distribute the meeting documents to the MRC member countries and partners as relevant, and to communicate and coordinate their comments and requests;
- Before the meetings, supervise meeting arrangements with the front and back office to ensure proper set-up and logistical and administrative arrangements. In the preparation process, and if encountered difficulties the consultation with the AD Director is required;
- Help supervise the supporting staff throughout the meeting to ensure successful conduct of the meeting;
- Undertake the quality control of the reproduction and distribution of documents, minutes, and reports;
- Actively provide information and decisions of governance meetings to communication officers and other relevant Divisions to support dissemination and implementation;
- Organise and manage the governance database, and ensure governance meeting minutes/records are available on Intranet and the MRC's website in accordance with the MRC's Disclosure Policy.

OTHERS

- Provide other necessary support to the OCEO in raising the MRC's profile in the Mekong region through dialogues and information exchange;
- Ensure that relevant knowledge and products developed by the MRC are informed and accessible to the MRC staff, and available at the national level to assist decision-making processes;
- 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:	<ul style="list-style-type: none"> • University degree (Bachelor or higher) in political or social sciences, international relations, law or related disciplines. A Master Degree is desirable.
Additional Certificates:	<ul style="list-style-type: none"> • TOEIC certificate with 800 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 of experience in preparing and conducting international conferences and governance events and related editorial and protocol matters; • Experience in bilateral or international relations

6. COMPETENCIES

Required Core Competency	Level (1-3) 1 = Required 2 = Desirable 3 = Optional
Knowledge	
Practice of cross-border water cooperation	1
Mekong's social, economic, cultural and political structures	1
Natural resources management/environmental awareness	2
Water conflicts prevention and solution	3
Skills	

Preparing and keeping minutes for meetings and international conferences	1
Interpersonal and cross-cultural communication	1
Good written expression and editorial skills	1
Process planning and coordination skills	2
Conflict management	2
Information management	2
Information technology	2
Attitudes	
Work peaks coinciding with meetings, conferences and other events	1
Relation-/network building	1
Initiative	1
Strategic thinking	2
Political sensitivity and diplomacy	2
Travel within region and possibly outside region	2
Team work	2

7. REMUNERATION

The remuneration package, subject to change, includes:

- Remuneration:
 - Annual net base salary exempts from tax by Lao authorities, starting at US\$ 33,440 (M-11, step I);
 - Non-residential staff who are relocated at the duty station (Vientiane, Lao PDR or Phnom Penh, Cambodia) will be granted with living cost of 5% of base salary per annum and similarly for the post adjustment (7%), hardship allowances (7%), and rental subsidy (USD500/month).
- Benefits:
 - The MRC's contribution to staff member's Provident Fund (pension fund) (14% of base salary per annum);
 - Coverage of Health insurance for staff and eligible dependents, and Accident insurances (on shared basis with 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 eligible child for Non-residential staff and 5% of basic Salary for resident staff), annual health check (subject to budget availability), annual vaccination including Covid-19 vaccines, etc;
 - Non-resident staff who are relocated to the duty station (Vientiane or Phnom Penh) will be granted with subsidized home leave, shipment of personal effectives to and from duty station up on entrance and conclusion of service with the MRC.

All MRC Secretariat staff are subject to a 6-month probationary period.

The duration of the assignment of MRC Riparian Professional Staff is up to maximum 6 years according to 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)