



JOB DESCRIPTION

Job Title:	Monitoring & Evaluation Assistant
Division/Office:	Office of Chief Executive Officer
Salary Level:	M-09
Date of Verification (If any):	November 2024

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

Under the overall supervision of the CEO and technical guidance of the M&E Specialist, the jobholder supports the M&E Specialist in implementing monitoring and evaluation activities for the MRCS. This includes the maintenance of the indicator database and the monitoring and reporting of MRC Strategic Plan (SP), Annual Work Plan (AWP), the National Indicative Plans (NIPs) and decentralisation activities.

3. MAIN TASKS AND RESPONSIBILITIES

- Support the M&E Specialist in the preparation of the Mid-Year and Annual Reports
- Routinely ensure indicator data QA / QC;
- Provide data entry and constantly update M&E database
- Support in data collection of indicators, milestones, decentralized activities monitoring and capacity building activities at national and regional level.
- Prepare reporting template for development of Mid-Year and Annual Report
- Prepare M&E implementation plan which include a detailed work plan, timeframe, key milestones and indicative budget for each M&E components.
- Provide troubleshooting support to all divisions and provide guidance in their indicator data collection and preparation of the Mid Year and Annual reports;
- Support M&E Specialist in organizing M&E capacity building and training to regional and national level
- Support minutes taking in various M&E reflections meetings.
- Support in communication with Division and National M&E focal point on timely indicators data collections and reporting
- Support M&E activities logistical arrangement
- Perform other relevant tasks as required.

4. SCOPE OF AUTHORITY

- a. **Supervision requirements:** The incumbent does not supervise any staff.
- 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:	<input type="checkbox"/> Bachelor's Degree in business administration, communication, planning and management, development studies, natural resources management, and other relevant fields
Additional Certificates:	<input type="checkbox"/> Project Cycle Management (optional) <input type="checkbox"/> TOEIC certificate with 400 points and over is required. An equivalent internationally recognized certificate may also be considered.
Experience:	<input type="checkbox"/> Five years of experience in implementation of monitoring, evaluating and reporting system for development projects in international public organisation

6. COMPETENCIES

Knowledge	Level (1-3) 1 = Required 2 = Desirable 3 = Optional
Basic Database management	1
Results-based monitoring and evaluation concept	1
Project Cycle Management	1

Skills	Level (1-3) 1 = Required 2 = Desirable 3 = Optional
Statistical analysis and graphic tools (Excel)	1
Minutes taking	1
Written Communications	1

Attitudes	Level (1-3) 1 = Required 2 = Desirable 3 = Optional
Diplomacy/tact	1
Strong willingness and ability to work interdisciplinarily	1
Autonomous working	1
Attention to details	1

7. REMUNERATION

The remuneration package, subject to change, includes:

☐ **Remuneration:**

- ☐ Annual net base salary exempts from tax by Lao authorities, starting at M-09 Step 1 with **US\$ 13,349** with a living cost of 10% of the base salary;
- ☐ Rental subsidy for resident staff: Maximum support is US\$250 per month. Conditions apply.

☐ **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 (5% of the base salary for resident staff), annual health check (subject to budget availability), annual vaccination including Covid-19 vaccines, and more;

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

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)