



## JOB DESCRIPTION

<b>Job Title:</b>	<b>Information System &amp; Database 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>November 2024</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 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

A Mekong River Basin that is economically prosperous, socially just, environmentally sound, and climate-resilient.

#### 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

The jobholder coordinates and carries out common and shared platform for data and knowledge management for MRC. He or she enables the MRCS to store, share and exchange datasets and other technical information in close collaboration with all MRCS divisions as well as with related national, regional and international institutions. He or she ensures information and knowledge management, sustainable handling processes, coherent data quality assurance including integrity and consistency of data, in line with the MRC quality standards – making sure that relevant knowledge and products developed by the MRC are available at the national level to assist decision-making processes. Moreover, he or she ensures the provision of data from MRC Dialogue Partners, China and Myanmar, from cooperation partners and other partners and stakeholders.

## 3. MAIN TASKS AND RESPONSIBILITIES

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

- ☐ Coordinate internally and with national agencies to clearly define data required, priority data sets for further development and agreement on data access, including consultations with member countries to define core data sets, parameters, frequencies and spatial distribution in line with the MRC indicator framework;
- ☐ Ensure timely provision and efficient national coordination of data by national agencies and strong coordination with data custodians in Member Countries;
- ☐ Coordinate internally to strengthen regional data management and integration into the overall MRC Information System (MRC-IS);
- ☐ Manage the MRC-IS infrastructure and data portal in collaboration with IT Officer;
- ☐ Evaluate the performance of the MRC IS;
- ☐ Support effective data quality assurance at both national and regional levels;
- ☐ Maintain and regularly upgrade the approaches and system design to maintain latest techniques for data management;
- ☐ Strengthen data coordination, data sharing and data management capacity of national agencies and partners;
- ☐ Develop, maintain and update the MRC's centralised and relational database and filing system, composing of hydrological data and sector databases (hydropower, irrigation, flood, water supply, etc)
- ☐ Develop and maintain the MRC centralised filing system of all produced technical reports and working papers for easy access and use;
- ☐ Provide technical support to the work of the MRC's regional technical/expert group related to MRC-IS and data/information management (if applicable), and contribute to the work of other regional groups as required;
- ☐ Ensure that relevant knowledge and products developed by the MRC are available at the national level to assist decision-making processes;
- ☐ Contribute to and support the implementation of the MRC Procedures, particularly the PDIES, in close consultation with the relevant specialist in the Planning Division;
- ☐ Provide timely support on data and information to the assessments of risks and impacts of decisions on water resources management and development in the basin;

- Under the management direction of the Director and technical guidance of the Chief Hydrologist, work closely with specialists and officers responsible for MRC's monitoring and modelling activities to ensure centralised, updated and consistent data and knowledge management and provision;
- Perform any 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

Certificate	University degree (Master or higher) in Computer sciences, Information Technology or in any other academic field relevant to information system and database management
Additional certificates	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.
Experience	Minimum 10 years of experience in system management, relational database design and web application development, system supports and administrations in Windows 2008/2003 and Linux CentOS servers, and ArcGIS/ArcSDE license servers.

#### 6. COMPETENCIES

Required Core Competency	Level (1-3) 1 = Required 2 = Desirable 3 = Optional
<b>Knowledge</b>	
Data Quality Assurance / Quality Control Procedures	1
Advanced Microsoft office excel, access and project	1
Operating system development in the different IT infrastructure and environments	1
Information management system programming languages (Java, HTML, SQL software etc.)	1

Development and use of relational databases	1
Web application and data portal development	1
ICT and GIS software and data protection	1
ICT procurement	2
Metadata standards like ISO19115/139, FGDC or Dublin Core	2
Natural resources management	3
<b>Skills</b>	
Analysis	1
Technical management, coordination and capacity building skills	2
Project management	2
<b>Attitudes</b>	
Attention to detail	1

## 7. REMUNERATION

The remuneration package, subject to change, includes:

### Remuneration:

- Annual net base salary exempts from tax by Lao authorities, starting at US\$ 42,920 (M-12, 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 7% of the base salary for resident staff), annual health check (subject to budget availability), annual vaccination, 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:** \_\_\_\_\_