



## JOB DESCRIPTION

|                                       |                                |
|---------------------------------------|--------------------------------|
| <b>Job Title:</b>                     | <b>Procurement Officer</b>     |
| <b>Division/Office:</b>               | <b>Administration Division</b> |
| <b>Salary Level:</b>                  | <b>M-11</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 job holder is responsible for the procurement of MRC goods, services and works. He or she is responsible for undertaking procurement procedures, drafting of the resulting contracts and ensures that deliveries, payments, execution of bank guarantees and other financial contract instruments are done according to the contract modalities.

## 3. MAIN TASKS AND RESPONSIBILITIES

Under the direct supervision of the Division Director and technical guidance of the Chief Finance Officer, the incumbent performs the following duties:

- ☐ Conduct bidding for purchasing of works, goods and services in accordance with MRCS procurement procedures including preparation and review of requests for proposals, process specifications, public advertisements and assistance to proposal evaluations;
- ☐ Establish and administer contracts for purchase of works, goods and services. Develop and maintain standard contracts and bidding documents suitable for MRC;
- ☐ Liaise with concerned staff to establish a quarterly or yearly procurement plan to ensure the organization's requirements are met and the work of the procurement staff is properly organized;
- ☐ Maintain a database of trade information on quality and price of available products and services. Introduce the relevant contract information into MRC's financial management system;
- ☐ Negotiate with suppliers to ensure that competitive prices, credit terms and discounts are offered and arrange delivery schedules;
- ☐ Review and certify payment of invoices related to procurement activities;
- ☐ Supervise day-to-day activities including overseeing shipment of personal effects of staff and custom clearance arrangement, official licenses requisition, purchase order, etc.;
- ☐ Prepare specific procurement related reports when required by MRCS' management or MRC's Development Partners. Provide the information as required by MRC's auditors;
- ☐ Perform other related duties as may be assigned by the Director of Administration Division.

## 4. SCOPE OF AUTHORITY

- a. **Supervision requirements:** The jobholder supports the Director in technically guiding the work of the procurement assistant at OSV.
- b. **Level of autonomy:** Decisions are recommendatory and must be in line with MRC's procedure.
- c. **Level of problem solving required:** Problems range from routine to complex, but solutions fall within the guidelines of the MRC Administrative Manual.
- d. **Level and type of communications required:** Communications are wide, both within and outside of the organisation and extensive written communications are required.

## 5. QUALIFICATION REQUIREMENTS

|                         |                                                                                                                                                                                                                                                                                                                                                                                                                    |
|-------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Certificate             | A University degree (bachelor or higher) in one or more of the following disciplines: business administration, management or business law. A Master degree is desirable.                                                                                                                                                                                                                                           |
| Additional certificates | <input type="checkbox"/> 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              | <input type="checkbox"/> Seven years of progressive experience in procurement related position and experience of contract preparation preferably in an international/ regional development cooperation context;<br><input type="checkbox"/> Experience in freight forwarding, shipping and custom clearance is an advantage;<br><input type="checkbox"/> Experience in contacting in-bound and out-bound suppliers |

## 6. COMPETENCIES

| Required Core Competency                                                                               | Level (1-3)<br>1 = Required<br>2 = Desirable<br>3 = Optional |
|--------------------------------------------------------------------------------------------------------|--------------------------------------------------------------|
| <b>Knowledge</b>                                                                                       |                                                              |
| Procurement management                                                                                 | 1                                                            |
| Procurement rules and regulations of UN/ World Bank or any other multilateral / bilateral organization | 3                                                            |
| <b>Skills</b>                                                                                          |                                                              |
| Excellent command of spoken and written English                                                        | 1                                                            |
| Negotiation and communication                                                                          | 1                                                            |
| <b>Attitudes</b>                                                                                       |                                                              |
| Commitment to continuous learning                                                                      | 2                                                            |
| Willingness and ability to work independently                                                          | 2                                                            |
| Ability to work and cooperate in an international environment                                          | 2                                                            |

## 7. REMUNERATION

The remuneration package, subject to change, includes:

### Remuneration:

- Annual net base salary exempts from tax by Lao authorities, starting at US\$ 34,443 (M-11, 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: \_\_\_\_\_