JOB DESCRIPTION

Job Title:	**Web & Graphic Designer**
Division/Office:	Office of the CEO (OCEO)
Salary Level:	**M-09**
Date of Verification (If any):	**September 2026**

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 from the Chief Strategy and Partnership Officer, the jobholder works in close collaboration with the communication officers to support organizational wide task in designing publications, web site and printing related tasks.

3. MAIN TASKS AND RESPONSIBILITIES

Under the overall supervision of the CEO and technical guidance of the Chief Strategy & Partnership Officer, the incumbent performs the following duties:

Web/publication designing

- Design, improve, and regularly update the content on the MRC's family of websites, including the main site at www.mrcmekong.org;
- Design and produce subject-matter reports as well as the organization's annual report and other corporate documents;
- Graphic design for MRC's various public information materials, including technical publications, brochures, infographics, social media-oriented graphics, charts, graphs, and conference publications;
- Liaise and collaborate with relevant project staff and external service providers such as printing houses;
- Maintain photo archive;
- Act as a resource person for training for MRC and NMC staff on design work;

Others

- Assist other staff members with scanning and printing out when required;
- Other duties as assigned.

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.
c. **Level of problem solving required:** Problem solving is often based on pre-determined methods, but initiative and problem solving skills are required.
d. **Level and type of communications required:** Communications are wide, within and outside of the organization, and include routine written communications.

5. QUALIFICATION REQUIREMENTS

Certificate:	Bachelor degree, preferably in graphic design, IT, or other relevant fields.
Additional Certificates:	TOEIC certificate with 400 points and over is required. An equivalent internationally recognized certificate may also be considered.

Experience:	• Five years of relevant work experience in web/publication design; Extensive Experience with word processing and design software, including Word, Excel, Powerpoint, Adobe Creative Cloud including InDesign, Photoshop, Acrobat Professional, and Webtrends, etc.

6. COMPETENCIES

Knowledge	Level (1-3) 1 = Required 2 = Desirable 3 = Optional
Web Design	1
Graphic Design	1

Skills	Level (1-3) 1 = Required 2 = Desirable 3 = Optional
Graphic design skills and the ability to conform to an organization's established style guide	1
Demonstrated good service minded and customer-focused	1
Good command of written and spoken English	2
Good verbal communication skills	2

Attitudes	Level (1-3) 1 = Required 2 = Desirable 3 = Optional
Creative and proactive in graphic designing	2
Commitment to continuous learning	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 M-08 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)