JOB DESCRIPTION

Job Title:	**Ecosystem and Wetland Specialist**
Division/Office:	**Environmental Management Division**
Salary Level:	**M-12**
Date of Verification (If any):	**November 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, and climate-resilient 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

The jobholder is responsible for activities related to wetland and aquatic ecosystem management and wetland monitoring. S/he will provide technical support to other specialists and Divisions in carrying out assessments, studies and surveys related to wetland ecosystem management.

3. MAIN TASKS AND RESPONSIBILITIES

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

3.1. Lead and coordinate activities related to wetland ecosystem management including wetlands biodiversity indicator development and assessment methodology, ecological function assessment methodology development, wetland monitoring, wetland ecosystem service valuation, wetland GIS mapping including important and sensitive wetland resource maps, and wetland-related climate change adaptation activities;
3.2. Prepare technical reports with regard to ecosystems, ecosystem services and biodiversity issues and other routine reports as required;
3.3. Initiate and manage connections with organizations and projects involved with wetland ecosystem and wetland climate change related issues relevant to the MRC including ADB, Wetland Alliance, IUCN, WWF and Wetlands International;
3.4. Develop up-to-date and scientific-based methodologies, tools and frameworks, and reliable database and information system for sound assessment and monitoring the LMB wetland ecological health and functions;
3.5. Prepare regional and national consultation, training and capacity building and exchange of study visits programme for national experts and line agencies of the Member Countries on actual and emerging wetland issues;
3.6. Actively and timely facilitate, coordinate and adequately mobilize technical support to the Member Countries on wetland ecosystems assessment and management;
3.7. Review and update the MRC wetland database, information and maps, as well as updating of the wetland inventories and databases for the selected pilot sites;
3.8. Develop and test methodologies for inventory and assessment of wetland ecosystem functions and services as well as for prioritization of sensitive wetland sites (environmental hotspots);
3.9. Contribute to the development of relevant technical guidelines as led by other specialists/ Divisions;
3.10. Support the work of the MRC's regional technical/expert group related to environmental management (if applicable), and contribute to the work of other regional groups as required;
3.11. Provide relevant technical inputs to the assessments of risks and impacts of decisions on water resources management and development in the basin;
3.12. Perform 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 aquatic science, biology, ecology, natural science, environmental and natural resources management or other similar fields with focus on wetland and aquatic ecosystems study, research and 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 wetland studies, wetland management, conservation and governance, preferably both practical field experiences and academic research • Preferably 5 years of experience in management of complex project • Preferably 3 years of experience in bilateral, international relations

6. COMPETENCIES

Knowledge	Level (1-3) 1 = Required 2 = Desirable 3 = Optional
Interlinkages between wetland ecosystems, wetland beneficial use, conservation and management	1
GIS and mapping technique	2
Water resources management	2
Impact analysis	2
Regional knowledge of the Mekong River Basin	2

Skills	Level (1-3) 1 = Required 2 = Desirable 3 = Optional
Analysis and data processing	1
Excellent command of spoken and written English	2
Presentation	2
Project planning and management	2
Communication	2
Reasoning & negotiation skills	2

Attitudes	Level (1-3) 1 = Required 2 = Desirable 3 = Optional
Strong willingness and ability to work inter-disciplinarily	1
Willingness to travel within and outside the region	2

7. REMUNERATION

The remuneration package, subject to change, includes:

- **Remuneration:**
  - Annual net base salary exempts from tax by Lao authorities, starting at **M-12,** Step 1, with **US$ 42,920** with a living cost of 5% of the base salary;
  - Non-residential staff members who are relocated to the duty station (Vientiane, Lao PDR or Phnom Penh, Cambodia) are granted with 7% on the post adjustment and 7% on hardship allowances annually, and a rental subsidy of US$ 500 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 (US$ 40/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 US$ 12,000 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 including Covid-19 vaccines, 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 a maximum two three-year terms according to 1995 Mekong Agreement.

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)