



Mekong River Commission

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JOB DESCRIPTION

Updated: March 2010

Title:	Human Resource Officer
Division:	Human Resources Section
Level of post:	M-11 (Riparian professional staff) ⁱ
Location:	MRC Secretariat, Vientiane, Lao PDR
Contract type:	Fixed-term appointment
Duration:	One-year contract renewable
Reporting to:	Section Chief of Human Resources Section

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, Laos, Thailand and Viet Nam. In accordance with this Agreement, the Mission of MRC is: "To promote and coordinate sustainable management and development of water and related resources for the countries' mutual benefit and the people's well being by implementing strategic programmes and activities and providing scientific information and policy advice."

The MRC Secretariat is the operational arm of the MRC. It provides technical and administrative services to the JC and the Council to achieve the MRC's mission.

2. THE HUMAN RESOURCE SECTION (HRS)

The Section aims to ensure the development of the right skills, competencies, and organizational culture in the MRC to support full implementation of the Strategic Plan. HRS includes the Integrated Capacity Building Programme. The Section is to provide the Secretariat and operational programmes with modern and highly efficient personnel support. The Section is also responsible for interacting effectively on such matters with the National Mekong Committees, riparian national agencies, international agencies and donor communities.

3. JOB SUMMARY

Under the overall supervision of the Chief HRS, the incumbent is responsible for human resources management services including recruitment and selection, performance evaluation administration, payroll administration, benefits and allowances administration, employment contracts including special service agreement and service contracts of the Secretariat, all consultants, and project staff.

4. KEY TASKS

The incumbent performs the following tasks:

1. Responsible for day-to-day activities of recruitment and selection functions to meet the objectives and timeline of the programmes and sections ensuring that the recruitment and selection are in line with MRCS policies and procedures and its budget,
 - 1.1 Verifying personnel requests,
 - 1.2 Preparing and reviewing job descriptions with the programmes / sections in the standard format of MRCS,
 - 1.3 Drafting and placing job advertisements,
 - 1.4 Working with the programmes / sections for interview tests, and arranging for tests,
 - 1.5 Participating in the screening and interview processes,

- 1.6 Arranging the interview reports and managing the reports with the parties concerned,
 - 1.7 Liaising with the candidates throughout the process of recruitment and selection, as well as the interview panels,
 - 1.8 Working in coordination with the recruitment agencies and consultants for the services required.
2. Supervising new employee orientation programme,
 3. Managing and coordinating all benefits and allowances in accordance regulatory and internal policies. Mediate between benefits providers and organization and its staff members,
 4. Supervising human resources data; personnel data, attendance records, Personal Action Forms, PARs, and other related data,
 5. Working with the programmes and sections for writing and developing job descriptions. Updating and maintaining job descriptions and its database of all staff of MRCS,
 6. Preparing the employment contracts, special service agreements, and service contracts,
 7. Updating staffing table and manning table,
 8. Preparing staff cost reports per head, section/programme, and overall organization, preparing staff cost budgets,
 9. Administering monthly payroll ensuring its corrections and timeliness in line with the MRCS policies,
 10. Administering the Annual Staff Performance Appraisal Review (PAR) process to meet its objectives and timelines,
 11. Updating statistical data for human resources matters including numbers of staff members, consultants, staff turnover, number of posts advertised and re-advertised, PARs, monthly payroll, consultant fee rates including consultants in general and NMCS staff, promotions, transfers, terminations,
 12. Updating and improving all forms related to human resources services i.e. Application, PARs, Benefit and Allowances requests, and etc.
 13. Updating, or seeking to improve, the human resources manuals to be in line with MRC objectives and directions,
 14. Ensuring HR services is being operated according to MRC policies and procedures, HR best practices, fairly and transparency,
 15. Providing advice related to HR services to the programmes and sections when required,
 16. Attending the MRCS Staff Association when required,
 17. Supervising, coaching, and evaluating performance of HR assistants,
 18. Performs other related tasks as assigned by the Chief HRS.

5. SCOPE OF AUTHORITY

- a) **Supervision requirements:** The incumbent supervises 2 Personnel Assistants. S/he is responsible for their works, on-the-job trainings, and their performance appraisals, to be carried out in line with MRC policy.
- b) **Level of autonomy:** Most decisions are recommendatory, except for those made clearly in line with MRC policies.
- c) **Level of problem solving required:** Problems range from routine to complex, but most solutions fall within the guidelines of the MRC Personnel Manual.
- d) **Level and type of communications required:** Communications are broad, both within and outside of the organisation. Extensive written communications are involved.

6. COMPETENCE REQUIREMENTS

Core Values: Integrity, Professionalism, Results-Oriented, and Respect for Diversity

Core Competencies: Communication, Teamwork, Planning & Organising, Reliability, Accountability, Creativity, Client Orientation, Commitment to Continuous Learning, and Technological Awareness.

Managerial Competencies: Vision, Leadership, Empowering Others, Building Trust, Managing Performance, and Judgement/Decision-making

7. POST-SPECIFIC QUALIFICATIONS

- University degree in human resources management, business administration, labour relations or related fields. A Masters degree is desirable.
- Seven years progressive working experience in human resources or personnel management preferably in an international/regional development co-operation context.
- Experience in payroll administration, general administration and organization development will be definitely advantage,
- Knowledge of United Nations' regulations and practice is preferable.
- Strong computer skills, knowledge of database management, and SOLOMON programme is an advantage.
- Ability to work under pressure and meet deadlines;
- Excellent command of written and spoken English Knowledge of more than one riparian language is an advantage.

8. SIGNATURES

Chief of HRS: _____ (date)

Incumbent: _____ (date)

ⁱ Brief information on remuneration

The remuneration package, *subject to change*, includes **(i)** annual net base salary exempt from tax by Laos authorities, starting at US\$ 26,059.00 (M-11, step 1) to US\$ 42,986.00 (M-11, step 14); **(ii)** Monthly fluctuation and removable Devaluation Allowance (8.21% of basic salary for the month of March 2010); **(iii)** MRC's contribution to staff member's Provident Fund of 14% of basic salary upon completion of 3 years in service; **(iv)** Contribution of MRC to Health and Accident insurances (on shared basis with employee); **(v)** other entitlements and benefits such as dependency allowance, 6 weeks' annual vacation; sick leave, maternity leave etc.

Non-resident staff members receive an additional **(i)** 7% of basic salary for Post Adjustment allowance; **(ii)** 7% of basic salary for Hardship allowance; **(iii)** Rental subsidy of 40% of the rent rate up to maximum of US\$ 6,000 annually; **(iv)** Education Grant of 75% of max. Expense of US\$ 13,000; **(v)** Travel cost and Shipment expenses on assignment and upon separation; **(vi)** other entitlements and benefits such as Relocation Grant allowance, Home Leave Travel, Education Grant Travel, etc.

The duration of the assignment of MRC Riparian Professional Staff is up to maximum 6 years according to *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.