



Mekong River Commission

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JOB DESCRIPTION

Updated: March 2010

Title:	Programme Coordinator
Functional Title:	Programme Coordinator, Integrated Capacity Building Programme
Section:	Human Resources Section
Level:	M-13¹ (Riparian Professional)
Duration:	One-year contract renewable
Location:	MRC Secretariat, Vientiane, Lao PDR
Reporting to:	Section Chief, 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 technical and administrative arm of the MRC. It provides technical and administrative services to the JC and the Council to achieve the MRC's mission.

2. INTEGRATED CAPACITY BUILDING PROGRAMME (ICBP)

The overall objective of ICBP is to improve the capacity of the MRC to implement its mission and play a leading role in coordinating the development and use of the basin's water resources. There is a strong need to develop the technical, institutional and legal water resources management capacity of staff and expertise at local, national and regional levels. The ICBP, which will be implemented from 2009-2013, will develop Integrated Water Resources Management (IWRM) and organisational development capacities of the MRC, inform NMC Secretariat and prioritised national agencies and will develop a mechanism to integrate and sustain capacity building within the organisation.

3. JOB SUMMARY

Under supervision of the Section Chief of Human Resources Development Section (HRS) the Programme Coordinator will be responsible for the overall coordination and management of ICBP, including all technical, management, administrative and financial aspects. This is currently a proposal being discussed to transfer supervision of ICBP from HRS to MRC's Planning Division.

4. KEY TASKS

The incumbent performs the following tasks: IMPLEMENTATION OF ICBP and MONITORING OF OUTCOMES OF ALL CAPACITY BUILDING ACTIVITIES.

- Providing leadership and direction to the ICBP Team at the MRC Secretariat;
- Managing and coordinating all technical, administrative and financial activities to ensure the effective and efficient implementation of the programme in full compliance with all applicable donor funding agreements, the Programme Document and MRCS procedures and standards.

- Preparing annual workplans and inception, progress and activity reports, and other routine reports in accordance with MRCS procedures and specific requirements of the programme;
- Managing the Programme's finances including budgets of each component, and preparing the report to the parties involved, Section Chief, Chief Executive Officer (CEO), and donors;
- Preparation of Term of Reference and budgets for employment of programme staff and consultants, and recruitment of such staff and consultants;
- Coordinating and Mobilising the resource and personnel requirements for the main activities of the ICBP;
- Ensuring high quality implementation of all ICBP Programme components and maintaining close collaboration with all programmes to ensure the integration capacity building;
- Developing capacity building support to target agencies for increasingly decentralised implementation of MRC's ; core river basin management function;
- Providing recommendations on capacity building methodologies at regional and national levels;
- Providing ICBP-related information to the National Mekong Committees, and other related MRCS Programmes;
- Undertaking general advocacy, promotion and dissemination of ICBP activities and its outcome with stakeholders and civil society and support NMC ICBP Coordinators in the same efforts at national level;
- Liaise and exchange information with other ICBP-related regional projects, programmes and initiatives;
- Maintaining regular communication with NMCs, NMCS-ICBP team, and relevant stakeholders;
- Providing on-the-job training and on-going coaching to ICBP staff members in regard to their jobs and responsibilities;
- Performing any other duties related to the coordination and management of ICBP implementation and as assigned by the Section Chief.

5. SCOPE OF AUTHORITY

- (a) **Supervision requirements:** The incumbent supervises Programme Staff and is responsible for their outputs, on-the-job training and performance appraisal, carried out in line with MRC guidelines.
- (b) **Level of autonomy:** Major decisions are generally supported by recommendations from the incumbent devoted to the PC, unless in line with MRC policy. The incumbent administers the programme financial budget.
- (c) **Level of problem solving required:** Problem solving can be complex and the incumbent must display initiative, creativity, and sensitivities to cultural differences.
- (d) **Level and type of communications required:** Communications are wide, both within and outside of the organisation, and extensive written documentation is required of the position.

6. COMPETENCE REQUIREMENTS

- (a) **Core Values:** Integrity, professionalism and respect for diversity.
- (b) **Core Competencies:** Communication, teamwork, planning and organising, accountability, creativity, client orientation, commitment to continuous learning, and technological awareness.
- (c) **Managerial Competencies:** Vision, leadership, empowering others, building trust, financial management, coordination, performance management and judgement/decision-making.

7. POST-SPECIFIC QUALIFICATIONS

- Master degree in Capacity Building/Adult Education, International Development, Development Management/MBA, Environment/Natural Resources Management, Institutional Development or related fields;
- 15 years experience in the development sector with extensive experience in capacity building/training preferably within the context of natural resources management and planning;
- Proven experience within development project planning, programming, execution, strategy formulation, project preparation and project management work including procurement of services and contracting;
- Proven experience in project management, including preparation of annual work plans and financial budgets, and use of a logical framework for reporting, monitoring and evaluating;
- Knowledge and experience in policy and strategy development in the subject of human resources development;
- Knowledge and experience in Integrated Water Resources Management (IWRM) is an advantage;
- Experience with and good knowledge of the Mekong riparian countries and the Mekong River Basin and should have a proven experience of working in an international environment;
- Ability to work and cooperate in an international environment is a necessity;
- Excellent communication, negotiation, and problem solving skills with sensitivities of cultural differences;
- Fluency in English both spoken and written is required. Working knowledge of one or more riparian languages is an advantage.

8. SIGNATURES

Incumbent: _____ (_____) Date: _____

Section Chief: _____ (_____) Date: _____

ⁱ **Brief information on remuneration**

The remuneration package, *subject to change*, includes **(i)** annual net base salary exempt from tax by Lao authorities, starting at US\$ 41,801.00 (M-13, step 1) to US\$ 68,972 (M-13, 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 annual; **(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 in principle is up to maximum 6 years.

THE MRCS RESERVES THE RIGHT TO APPOINT A CANDIDATE AT A LEVEL LOWER THAN THE ADVERTIZED LEVEL OF THE POST.