



# Mekong River Commission

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## JOB DESCRIPTION

*Updated: March 2010*

**Title:** Administrative Assistant  
**Functional Title:** **Administrative Assistant**  
**Division:** Agriculture and Irrigation Programme, Operations Division  
**Level of post:** **M-07<sup>i</sup>**  
**Location:** MRC Secretariat, Phnom Penh, Cambodia  
**Reporting to:** **Technical Adviser (Programme Coordinator once appointed)**

### 1. THE MEKONG RIVER COMMISSION

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."

### 2. THE OPERATIONS DIVISION

The Operations Division is charged with managing the implementation of the various **Sector Programmes**; the Agriculture and Irrigation Programme (AIP), the Fisheries Programme (FP) the Navigation Programme (NAP) and Drought Management Project. These programmes focus on specific sectors and address regional issues that are significant to the management of the entire Mekong River Basin. While the programmes have a regional focus, they also complement and support initiatives at the national and trans-boundary levels.

#### The Agriculture and Irrigation Programme

The Agriculture and Irrigation Programme promotes sustainable management of resources in a variety of ways. Irrigation systems will be modernised and water use will be carefully monitored in order to promote effective and efficient water use.

### 3. JOB SUMMARY

Under the supervision of the Technical Adviser (Programme Coordinator once appointed) the Administrative Assistant works closely with AIP staffs to support the logistical aspects of planning, administration and execution of the programme.

### 4. KEY TASKS

The incumbent performs the following tasks:

- Undertakes administrative and logistical arrangements for workshops, trainings, meetings, etc organized by the programme;
- Assists in the preparation and processing of documents for meetings etc such as minutes of meetings, workshop proceedings; i.e. typing, formatting, editing/proof-reading, packaging etc;
- Assists the supervisor with accounting and budgetary issues, including budget revisions, updating and reporting on the budget status;

- Coordinates and follows up with Finance and Administration Section (FAS) and Human Resource Section (HRS) on issues pertaining to finances and administration of the programme, including but not limited to preparation of travel authorisations, consultancy contracts, requests for payment;
- Coordinates with procurement staff for purchasing of programme's equipment including office supplies and follows up on payment;
- Screens all incoming correspondence, documents and reports, routes to the responsible officers with full background material, ensures timely distribution and follows up on deadlines. Establishes and maintains hard copy and electronic files of the programme in accordance with MRCS standards and extracts or retrieves information and files ensuring proper filing system is in place. Co-ordinates with other divisions/sections to obtain and follow-up documents;
- Keeps attendance records of personnel in the programme, and prepares reports to be submitted to Secretary to Division Director for further submission to Personnel on timely basis.
- Attends official visitors and guests, screens/recieves/places telephon calls to the officers and maintains updated list and details of relevant contact persons, organisations and stakeholders.
- Performs other duties as assigned by the supervisor.

**5. SCOPE OF AUTHORITY**

- (a) Supervision requirements:** The Secretary 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 based on pre-determined methods.
- (d) Level and type of communications required:** Communications are wide, within and outside the organisation, and include routine written communications.

**6. COMPETENCE REQUIREMENTS**

**Core Values:** Integrity, professionalism and respect for diversity.

**Core Competencies:** Communication, teamwork, planning and organising, accountability, creativity, client orientation, commitment to continuous learning, and technological awareness.

**7. POST-SPECIFIC QUALIFICATIONS**

- University degree in administration and/or management or other related subject.
- At least three years of experiences in administrative work after graduation, preferably in an international organization.
- Demonstrated ability to arrange logistical aspects of workshops and seminars.
- Demonstrated experience in budgeting and checking accounting.
- Demonstrated ability to draft regular correspondences, minutes of meetings and other reporting with good typing.
- Fluency in English.

**8. SIGNATURES**

Incumbent: \_\_\_\_\_ ( \_\_\_\_\_ ) Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_ ( \_\_\_\_\_ ) Date: \_\_\_\_\_

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<sup>i</sup> **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\$ 6,844 (M-07, step I) to US\$ 11,909 (M-07/15); **(ii)** Monthly fluctuation and removable Devaluation Allowance (8.21% of basic salary for the month of March 10); **(iii)** 6 weeks' annual vacation; **(iv)** MRC's contribution to staff member's Provident Fund of 14% of basic salary upon completion of 3 years in service; **(v)** Contribution of MRC to Health and Accident insurances (on shared basis with employee); **(vi)** other entitlements and benefits such as dependency allowance, sick leave, maternity leave etc.

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