



# Mekong River Commission

P.O. Box 6101, 184 Fa Ngoum Road, Unit 18  
Ban Sithane Neua, Sikhottabong District, Vientiane 01000, Lao PDR  
www.mrcmekong.org

## JOB DESCRIPTION

Updated: March 2010

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|--------------------------|--|
| <b>Title:</b>            | Programme Assistant                                |
| <b>Functional Title:</b> | <b>Programme Assistant</b>                         |
| <b>Division:</b>         | Navigation Programme, Operations Division          |
| <b>Level of post:</b>    | <b>M-07 (Riparian Support Staff)<sup>i</sup></b>   |
| <b>Location:</b>         | MRC Secretariat, Phnom Penh, Cambodia              |
| <b>Reporting to:</b>     | <b>Programme Coordinator, Navigation Programme</b> |

### 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."

### 1. THE OPERATIONS DIVISION

The Operations Division is charged with managing the implementation of the various **Sector Programmes** which focus on specific sectors and address regional issues that are significant to the management of the entire Mekong River Basin.

### The Navigation Programme

The Navigation Programme aims are to improve inland water transportation and maritime navigation to increase international trade among the riparian countries and between the MRC countries and their Asian partners. At the grass-root level, the aim is to enhance communication with remote villages, both for transport of goods and people. An institutional monitoring system and a common navigation code will reduce the number of accidents and minimize the risk of pollution. A key responsibility for the programme is to find the optimal balance between economic development and sustainable ecology.

### 1. JOB SUMMARY

Under the supervision of the Programme Manager the Incumbent provides a full range of secretarial and administrative support for the implementation of the Navigation Programme.

### 2. KEY TASKS

The incumbent performs the following tasks:

- Project Management Assistance: assists the programme coordinator and CTA in ensuring in-house coordination with other MRC programmes. Assist in close liaison with other regional actors and ensure extensive stakeholder involvement in the implementation process;

- Administrative support: formatting reports, producing power point presentations. Assists in the preparation and processing of documents, including preparation of minutes of meetings, workshop proceedings; typing, formatting, editing/proof-reading, packaging and disseminating correspondence, reports and other programme or project documents;
- Filing and Administration: Establishes and maintains manual and electronic files in accordance with MRCS standards and extracts or retrieves information and files expertly - Drafts or composes routine correspondence;
- Finances: Assists in financial project/programme management, accounting tasks, update spreadsheets of the financial statements of the individual project using the Solomon system;
- Correspondence: Screens all incoming correspondence, documents and reports, routes to the supervisor with full background material, ensures timely distribution and follows up on deadlines. Ability to draft substantive correspondence;
- Workshop and travel arrangements: Undertakes administrative arrangements for conferences, training, seminars or conferences - Manages work schedules of and makes travel arrangements for officers and staff of the section;
- Co-ordination with other MRC programmes: Co-ordinates with other divisions/sections to obtain and follow-up documents and requests for office supplies, office equipment maintenance and other services;
- PR: Attends to official visitors and guests, screens/receives/places telephone calls, and maintains updated list and details of relevant contact persons, organisations and stakeholders;
- Other duties as maybe required by the Programme Coordinator.

### 3. 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 but prepares budgetary information for approval by the supervisor.
- (c) **Level of problem solving required**: Problem solving is 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 the organisation, and include routine written communications.

### 4. COMPETENCE REQUIREMENTS

- (a) **Core Values**: Integrity, professionalism and respect for diversity.  
Must be open, friendly and communicative with guests, consultants  
Must be creative, take initiatives
- (b) **Core Competencies**: Communication, teamwork, planning and organising, accountability, creativity, client orientation, commitment to continuous learning, and technological awareness.
- (c) **Specific requirement**: working overtime from time to time is a must.

### 5. POST-SPECIFIC QUALIFICATIONS

- University degree in administration and/or management or other related fields;
- At least 6 years experience in secretarial, administrative work and public relations, preferably in an international organization;

- Background in accounting is a must;
- Knowledge of project planning, execution, and coordination is an advantage;
- Experienced in making workshop arrangements and meetings (see key tasks);
- Excellent public relations, good verbal and written social and communicative skills;
- Excellent computer skills required: Solomon, Microsoft Project and all Ms Office applications including power point and database;

**Language:** Very good knowledge of written and spoken English is required

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.