



Mekong River Commission

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JOB DESCRIPTION

Updated: March 2010

Title:	Secretary
Functional Title:	Secretary to Division Director
Division:	Technical Support Division
Level of Post:	M-07ⁱ
Location:	MRC Secretariat, Phnom Penh, Cambodia
Reporting to:	Division Director

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 TECHNICAL SUPPORT DIVISION

The Technical Support Division is the centre for the repository and analysis of data and tools for information on Mekong River Basin water and related resources and develops reliable and up-to-date databases and information systems. The Division prepares and develops appropriate modelling systems and other decision-support frameworks for the MRC. It is also responsible for encouraging the use of appropriate technologies in planning, co-ordinating and developing the basin's resources.

3. JOB SUMMARY

Under the supervision of the Division Director the Secretary provides a full range of secretarial and administrative support to the Division.

4. KEY TASKS

The incumbent performs the following tasks:

- Screens and registers all incoming correspondences, documents and reports, routes to the supervisor with full background material, ensures timely distribution and follows up on deadlines;
- 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. Drafts or composes routine correspondence;
- Liaises with officials, including making phone calls to government and other officials on behalf of the Director;

- Establishes and maintains manual and electronic files in accordance with MRCS standards and extracts or retrieves information and files expertly. Opens, organises and maintains general and project files with an appropriate system for follow-up on responses and deadlines;
- Undertakes administrative arrangements for training, workshops, meetings or conferences;
- Manages the calendar and appointments of the Director. Manages work schedules of and assist in travel arrangements for officers and staff of the programmes as required;
- Co-ordinates with other divisions/sections to obtain and follow-up documents;
- Maintains stock of stationeries for division and prepares request for office supplies, office equipment maintenance and other services required of the division;
- Attends to official visitors and guests, screens/receives/places telephone calls, and maintains updated list and details of relevant contact persons, organisations and stakeholders;
- Monitors and keeps attendance records of staff in the division and prepare monthly attendance report to Human Resource Section or relevant Unit;
- Performs other such related duties as assigned by the supervisor.

5. SCOPE OF AUTHORITY

Supervision requirements: The Secretary does not supervise any staff.

Level of autonomy: Decision making follows defined procedures. The incumbent does not administer a budget.

Level of problem solving required: Problem solving is based on pre-determined methods.

Level and type of communications required: Communications are wide, within and outside the organisation, and include routine written communications.

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.

7. POST-SPECIFIC QUALIFICATIONS

Bachelor degree in related field or equivalent combination of education, training and experience

At least five years of experience in secretarial or administrative work, preferably in an international organisation.

Ability to work with minimum supervision and ability to draft substantive correspondence.

High proficiency in the use of personal computers, typing speed of at least 45 wpm.

Very good knowledge of written and spoken English required. Knowledge of more than one riparian language is an advantage.

8. SIGNATURES

Incumbent: _____ () _____ (date)

Director: _____ () _____ (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\$ 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.