



Mekong River Commission

JOB DESCRIPTION

Updated: March 2010

Title:	Secretary
Functional Title:	Secretary to Division Director
Division:	Operations Division
Level of post:	M-07¹
Location:	MRC Secretariat, Phnom Penh, Cambodia
Reporting to:	Director, Operations Division

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, Irrigation and Forestry Programme (AIFP), the Fisheries Programme (FIP), the Navigation Programme (NAP), the Tourism Programme (TOP) and the Water Resources Management Programme (WRMP). 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.

3. JOB SUMMARY

Under the direct supervision of the Division Director, the Secretary provides a full range of secretarial and administrative support to the Director and supports other officers in the division as required.

4. KEY TASKS

The incumbent performs the following tasks:

- Screens all incoming correspondence, 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 for meetings and workshops as required, including preparation of minutes of meetings
- Coordinates all meetings requirements of the division including making appointment, preparation of facilities and meeting room and ensuring refreshments to guests are served.
- Assists in administrative arrangements and logistical support for conferences or workshops as required

- Manages the director's diary and arranges and co-ordinates the director's participation in meetings and appointments
- Coordinates travel arrangement for the director including visa, transportation, travel arrangements, flight and hotel reservations (prepares travel authorisation form, obtain travel advance (DSA), process for reimbursement of travel claims/official expenses, etc.)
- Drafts routine correspondence and type correspondence/reports in MRC standard format as required by supervisor
- Establishes and maintains hard copy and electronic files of the division ensuring proper filing system is in place.
- Opens, organises and maintains the division general and project files with an appropriate system for easy searching and follow-up.
- Responsible for stock of office supplies, office equipment maintenance and other services of the division to ensure their availability and in good condition.
- Maintains updated list and details of relevant contact persons, organisations and stakeholders.
- Contacts and receives the director visitors and guests and provides them administrative and logistic support as required and where appropriate.
- Keeps attendance records of personnel in the Operations division, and prepare monthly reports to be submitted to Personnel on timely manner.
- Standby and assists other programme officers under the Operations division during the absent of programme secretary
- Performs other duties as assigned by the supervisor.

5. SCOPE OF AUTHORITY

- (a) Supervision requirements:** The Senior 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

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.

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.