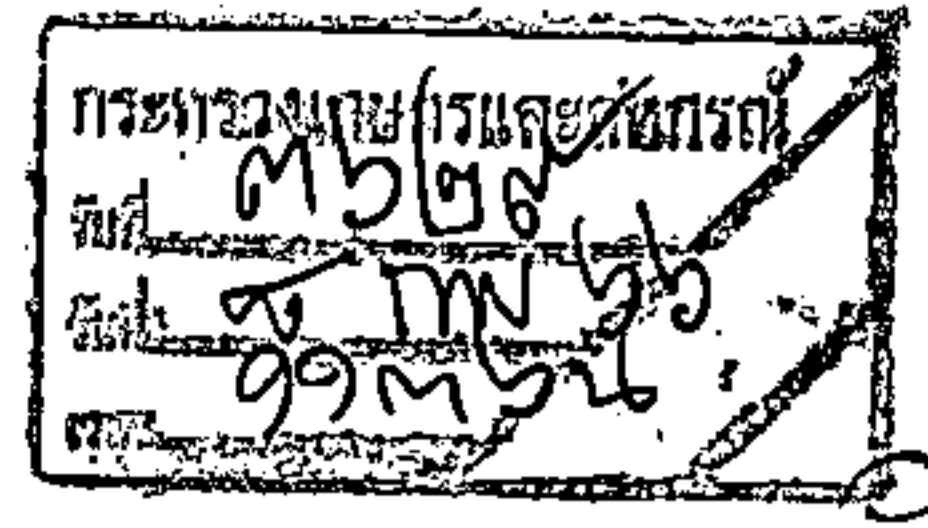


ด่วนมาก
ที่ นร ๑๔๐๓ (TNMCS)/๑๔๘๘



สำนักเลขาธิการคณะกรรมการแม่น้ำโขงแห่งชาติไทย
สำนักงานทรัพยากรน้ำแห่งชาติ
๘๘/๑๖๘-๑๗๐ ถนนวิภาวดีรังสิต
เขตหลักสี่ กรุงเทพฯ ๑๐๒๑๐

๓๑ กุมภาพันธ์ ๒๕๖๖

เรื่อง รับสมัครงานตำแหน่ง Navigation Operations Specialist และตำแหน่ง Personal Assistant to CEO
เรียน ปลัดกระทรวงเกษตรและสหกรณ์

- สิ่งที่ส่งมาด้วย ๑. รายละเอียดงาน (Job description) ตำแหน่ง Navigation Operations Specialist และหลักเกณฑ์การรับสมัคร จำนวน ๑ ชุด
๒. รายละเอียดงาน (Job description) ตำแหน่ง Personal Assistant to CEO และหลักเกณฑ์การรับสมัคร จำนวน ๑ ชุด

ด้วยสำนักงานเลขาธิการคณะกรรมการแม่น้ำโขง (Mekong River Commission Secretariat : MRCS) มีความประสงค์รับสมัครงาน ๒ ตำแหน่ง ดังต่อไปนี้ ๑. ตำแหน่ง Navigation Operations Specialist ๒. ตำแหน่ง Personal Assistant to CEO ปฏิบัติงาน ณ MRCS นครหลวงเวียงจันทน์ สาธารณรัฐประชาธิปไตยประชาชนลาว ทั้งนี้ รายละเอียดงาน (Job description) และหลักเกณฑ์การรับสมัครทั้ง ๒ ตำแหน่ง ปรากฏตามสิ่งที่ส่งมาด้วย ๑ และ ๒ ซึ่งสามารถดาวน์โหลดตาม QR Code ที่ปรากฏท้ายหนังสือฉบับนี้

ในการนี้ สำนักงานทรัพยากรน้ำแห่งชาติ (สทนช.) ในฐานะสำนักเลขาธิการคณะกรรมการแม่น้ำโขงแห่งชาติไทย ซึ่งทำหน้าที่เป็นหน่วยประสานงานกลางภายใต้กรอบความร่วมมือแม่น้ำโขง จึงขอความอนุเคราะห์หน่วยงานของท่านโปรดประชาสัมพันธ์เชิญชวนผู้ที่สนใจ และมีคุณสมบัติตรงตามที่กำหนดดำเนินการสมัครตามขั้นตอน ดังนี้

- ๑) กรอกข้อมูลสมัครทางเว็บไซต์ shorturl.at/tGKQY
- ๒) ส่ง Cover letter ความยาวไม่เกิน ๑.๕ หน้า โดยระบุตำแหน่งที่สมัคร และ Curriculum Vitae ความยาวไม่เกิน ๕ หน้า มายังสำนักงานทรัพยากรน้ำแห่งชาติ ทางจดหมายอิเล็กทรอนิกส์ fad.onwr@gmail.com ภายในวันศุกร์ที่ ๒๔ กุมภาพันธ์ ๒๕๖๖ เพื่อรวบรวมส่งให้ MRCS ต่อไป

จึงเรียนมาเพื่อโปรดพิจารณาให้ความอนุเคราะห์ จะขอบคุณยิ่ง

ขอแสดงความนับถือ

(นายสุรสิทธิ์ กิตติมณฑล)

เลขาธิการสำนักงานทรัพยากรน้ำแห่งชาติ
เลขาธิการสำนักเลขาธิการคณะกรรมการแม่น้ำโขงแห่งชาติไทย



shorturl.at/ghsU5

QR Code สิ่งส่งมาด้วย ๑ และ ๒

กองการต่างประเทศ

โทรศัพท์ ๐ ๒๕๕๔ ๑๘๐๐ ต่อ ๑๓๙๒

โทรสาร ๐ ๒๕๒๑ ๙๑๔๗



JOB DESCRIPTION

Job Title:	Navigation Operations Specialist
Division/Office:	Planning Division
Salary Level:	M-12
Date of Verification (If any):	May 2022

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, Lao PDR, Thailand and Viet Nam. The role of the MRC is to coordinate and promote cooperation in all fields of sustainable development, utilization, management and conservation of the water and related resources of the Mekong River Basin.

The MRC Secretariat is the operational arm of the MRC. It provides technical and administrative services to the Joint Committee and the Council to achieve the MRC's mission.

VISION for the Mekong River Basin:

An economically prosperous, socially just and environmentally sound Mekong River Basin

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A world class, financially secure, International River Basin Organization serving the Mekong countries to achieve the basin Vision

MISSION of the Mekong River Commission

To promote and coordinate sustainable management and development of water and related resources for the countries' mutual benefit and the people's well-being

MRC values

- [Integrity](#)
- [Transparency](#)
- [Mutual respect](#)
- [Professionalism](#)
- [Accountability](#)
- [Results orientation](#)

2. JOB SUMMARY/JOB STATEMENT

The jobholder is responsible for operational navigation related activities at the MRCS, particularly related to ensuring navigation safety and coordination of operational navigation projects. In close collaboration with the Water Quality Monitoring Specialist, he or she contributes to the implementation of the PWQ, and assists in minimizing and mitigating the extent of negative effects on water quality due to navigation accidents and pollution spills. He or she contributes to

the MRCS planning activities related to navigation and waterborne transport sector led by the Planning Division.

3. MAIN TASKS AND RESPONSIBILITIES

Under the management direction of the Division Director and technical advice of the Chief River Basin Planner, the incumbent performs the following duties:

- Provide technical support and assist Member Countries in the implementation of the legal framework of cross-border navigation;
- Coordinate and support Member Countries in the implementation of the projects derived from the Master Plan for Regional Waterborne Transport and the Regional Action Plan for Sustainable Transportation of Dangerous Goods;
- Prepare, update and provide implementation support to guidelines on waterborne transport management;
- Contribute to the development of relevant technical guidelines as led by other specialists / divisions;
- Work with relevant staff in the division in the development and maintenance of river information services for navigation;
- Support assessment related to navigation in support of MRC basin-wide assessment and MRC procedures, including PNPCA;
- Support the development and implementation of other basin-wide and sector strategies from a navigation and multi-modal transport perspectives;
- Monitor and prepare contribution on navigation related status and trends for the state of basin monitoring and reporting;
- Monitor and assist in minimizing and mitigating the extent of negative effects on water quality due to navigation accidents and pollution spills, in close collaboration with the Water Quality Monitoring officer;
- Support the work of the MRC's regional technical/expert group related to climate change, emergency response (if applicable), and contribute to the work of other regional groups as required;
- Ensure that relevant knowledge and products developed by the MRC are available at the national level to assist decision-making processes;
- Provide relevant technical inputs to the assessments of risks and impacts of decisions on water resources management and development in the basin;
- Perform other relevant tasks as required.

4. SCOPE OF AUTHORITY

- a) **Supervision requirements:** The position does not require any formal supervisory responsibilities. However, supervision of consultants and quality control may be required.
- b) **Level of autonomy:** Decision making follows defined procedures. The position does not administer a budget, yet has responsibility for ensuring the financial accountability of MRC.
- c) **Level of problem solving required:** Problem solving skill is expected and the incumbent must display sensitivity, initiative and creativity
- d) **Level and type of communications required:** Communications are wide, within and outside the organisation, and require considerable oral and written skills.

5. QUALIFICATION REQUIREMENTS

Certificate:	University degree (Master or higher) in one or more of the following disciplines: maritime and/or inland transport, transport planning, waterway safety, risk management in port and navigation operations
Additional Certificates:	<ul style="list-style-type: none"> TOEIC certificate with 600 points and over is required. An equivalent internationally recognized certificate or a university degree from an internationally recognized academic institution whose instruction is in English may also be considered.
Experience:	<ul style="list-style-type: none"> Minimum 10 years of relevant experience in inland and/or maritime navigation, waterway safety, environmental management, project management and engineering

6. COMPETENCIES

7. Knowledge	Level (1-3) 1 = Required 2 = Desirable 3 = Optional
Navigation status and trends	1
Administration and operations of navigation including shipping rules and regulations, aids to navigation, international transport regulations, environmental protection, safety and training, cargo handling, and transport of dangerous goods	1
Inland navigation, besides maritime navigation	1
Safety and environmental protection	2
Existing risks associated with inland navigation in the Lower Mekong Basin	2
Institutional arrangements of the national agencies and institutions in the Lower Mekong Basin, dealing with inland navigation, safety and environmental protection	2

Skills	Level (1-3) 1 =Required 2 =Desirable 3 = Optional
Risk analysis	1
Excellent command of spoken and written English	1
Communication	1
Problem solving	1
Analysis and data processing	1
Presentation	2
Project planning and management	2
Reasoning & negotiation skills	2

Attitudes	Level (1-3) 1 = Required 2= Desirable

	3 = Optional
Strong willingness and ability to work inter-disciplinarily	1
Working out of normal working hours and/or overtime in times of crisis	1
Willingness to travel within and outside the region	2

8. REMUNERATION

The remuneration package, subject to change, includes:

- **Remuneration:**
 - Annual net base salary exempts from tax by Lao authorities, starting at M-12 Step 1 with **US\$ 41,670** with a living cost of 5% of the base salary;
 - Non-residential staff members who are relocated to the duty station (Vientiane, Lao PDR or Phnom Penh, Cambodia) are granted with 7% on the post adjustment and 7% on hardship allowances annually, and a rental subsidy of USD500 monthly.
- **Benefits:**
 - The MRC's contribution to staff member's Provident Fund (pension fund) of 14% of base salary per annum;
 - Coverage of health insurance for staff and eligible dependents, and accident insurance (on a shared basis with the employee) for staff;
 - Other entitlements and benefits such as dependency allowance (USD40/dependent), annual leave (30 days per year), sick leave (30 days per year), special leave with pay, maternity and paternity leaves, education grant (75% of maximum USD12,000 per an eligible child for non-residential staff and 5% of the base salary for resident staff), annual health check (subject to budget availability), annual vaccination including Covid-19 vaccines, and more;
 - Non-resident staff members who are relocated to the duty station (Vientiane or Phnom Penh) are granted with a subsidized home leave, shipment of personal effects to and from the duty station up on joining and conclusion of service with the MRC Secretariat.

All MRC Secretariat staff members are subject to a six-month probationary period.

The duration of the assignment of MRC Riparian Professional Staff is up to a maximum 6 years according to 1995 Mekong Agreement.

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

9. REMARKS

The Job Description is subject to revisions by the MRC.

9. INCUMBENT'S SIGNATURE: _____ (date)



JOB DESCRIPTION

Job Title:	Personal Assistant to CEO
Division/Office:	Office of the CEO
Salary Level:	M-11
Date of Verification (If any):	January 2023

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, Lao PDR, Thailand and Viet Nam. The role of the MRC is to coordinate and promote cooperation in all fields of sustainable development, utilization, management and conservation of the water and related resources of the Mekong River Basin.

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- [Mutual respect](#)
- [Professionalism](#)
- [Accountability](#)
- [Results orientation](#)

2. JOB SUMMARY/JOB STATEMENT

The job holder provides a full range of executive and administrative support to the CEO to ensure quality coordination of activities, high quality outputs and high level communication across the MRC Secretariat.

3. MAIN TASKS AND RESPONSIBILITIES

- Provide executive secretarial, administrative, logistic, and protocol support to the CEO or Officer-in-Charge (O-I-C) of the MRCS in the CEO's absence, including but not limited to meeting arrangements, travel arrangements, collating of speeches and briefing materials as well as supporting documentation for CEO on official trips and meetings in liaison with responsible staff and others;
- Act as focal person for the OCEO on matters related to the organisation. Disseminate information and changes regarding the administrative management of the organisation including staff notification regarding O-I-C arrangements in the absence of the CEO;
- Coordinate scheduling of Senior Staff Meetings and other management meetings; take minutes of these meetings and ensure timely distribution of these minutes to concerned staff and follow up on implementation of decisions;
- Prepare official correspondence from the CEO to MRC's Council and JC members, NMCs, diplomatic missions and other international organisations following appropriate protocols and MRC's rules of procedures, and provide copy-editing support to all other correspondence and reports as required;
- Manage the flow of outgoing correspondence (drafted by OCEO and other Divisions to be signed by CEO) presented to the OCEO for signature, ensuring grammatical accuracy, completeness, formatting and adherence to administrative procedures established in the MRCS administrative manuals and MRC's rules of procedures;
- Work closely with Chief Strategy & Partnership Officer, with Governance Officer in Administration Division and Stakeholder Engagement Specialist in Planning Division, to ensure external contact details are up-to-date and accurate at all times;
- Work closely with the Chief Strategy and partnership officer in ensuring effective and high-level internal communication from CEO to the organization;
- Undertake special projects requested by the CEO, including assisting in the organisation of international seminars/conferences when required;
- Provide copy-editing support as required;
- Perform other relevant tasks as required and assigned by the CEO.

4. SCOPE OF AUTHORITY

- a) **Supervision requirements:** None.
- b) **Level of autonomy:** Decision making follows defined procedures. The position does not administer a budget, yet has responsibility for ensuring the financial accountability of MRC.
- c) **Level of problem solving required:** Problem solving skill is expected and the incumbent must display sensitivity, initiative and creativity
- d) **Level and type of communications required:** Communications are wide, within and outside the organisation, and require considerable oral and written skills.

5. QUALIFICATION REQUIREMENTS

Certificate:	An advanced university degree in social or political sciences, law, public relations or public administration.
Additional Certificates:	<ul style="list-style-type: none"> • TOEIC certificate with 800 points and over is required. An equivalent internationally recognized certificate or a university degree from an internationally recognized

	academic institution whose instruction is in English may also be considered.
Experience:	<ul style="list-style-type: none"> • 7 years of experience in international cooperation, public and international relations, strategic communication, and diplomacy; • Experience in secretarial support or administrative work at senior management level in international organizations as well as protocol in organising major governance events is an asset; • Experience and knowledge in water resources development and management is an advantage.

6. COMPETENCIES

Required Core Competency	Level (1-3) 1 = Required 2 = Desirable 3 = Optional
Knowledge	
Thorough knowledge of or training in business, office, secretarial practices	1
Demonstrated diplomacy and knowledge of appropriate protocol	1
Excellent knowledge of written and spoken English	1
Water resources management and development	2
Knowledge of the social, economic, cultural and political structures of the Mekong Basin	2

Skills	
High level communication skills, both written and spoken	1
Interpersonal and cross-cultural communication	1
Political sensitivity	1
Diplomatic skills	1
Copy-editing	2
Use of web based information services	2
Time-/project- management	2
High proficiency in the use of personal computers. Typing speed of at least 60 wpm.	2

Attitudes	
Good sense of initiative and sound judgment	1
Ability to work with minimum supervision	1
Attention to details	1
Strong willingness and ability to work inter-disciplinarily	1
Willingness to travel within and outside the region	2
Relation, network building	2

7. REMUNERATION

The remuneration package, subject to change, includes:
<ul style="list-style-type: none"> • Remuneration:

- Annual net base salary exempts from tax by Lao authorities, starting at M-11 Step 1 with **US\$ 33,440** with a living cost of 5% of the base salary;
- Non-residential staff members who are relocated to the duty station (Vientiane, Lao PDR or Phnom Penh, Cambodia) are granted with 7% on the post adjustment and 7% on hardship allowances annually, and a rental subsidy of USD500 monthly.
- **Benefits:**
 - The MRC's contribution to staff member's Provident Fund (pension fund) of 14% of base salary per annum;
 - Coverage of health insurance for staff and eligible dependents, and accident insurance (on a shared basis with the employee) for staff;
 - Other entitlements and benefits such as dependency allowance (USD40/dependent), annual leave (30 days per year), sick leave (30 days per year), special leave with pay, maternity and paternity leaves, education grant (75% of maximum USD12,000 per an eligible child for non-residential staff and 5% of the base salary for resident staff), annual health check (subject to budget availability), annual vaccination including Covid-19 vaccines, and more;
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Mekong River Commission For Sustainable Development

VACANCY ANNOUNCEMENT

The Mekong River Commission (MRC) is the only inter-governmental agency that works directly with the governments of Cambodia, Lao PDR, Thailand and Viet Nam on their common specific interests, joint management of shared water resources, and sustainable development of the Mekong River.

As a regional facilitating and advisory body governed by water and environment ministers of the four Member Countries, the MRC aims to ensure that (a) the Mekong water is managed and developed most efficiently and sustainably that mutually benefits all Member Countries and (b) minimises harmful effects on people and the environment in the Lower Mekong River Basin.

Besides the competitive salary and benefit package, the MRC offers a challenging and rewarding international working environment where staff members have opportunities to be exposed to multi-dimensional development disciplines, interacting with regional and international colleagues and partners, as well as receiving capacity and professional development in regional and international meetings, forums and conferences. Many professionals have secured excellent employment positions after their service with the MRC.

The MRC Secretariat in Vientiane, Lao PDR, is now recruiting highly qualified candidates for the positions of:

#	POSITION	DIVISION	POST LEVEL
1	Navigation Operations Specialist (re-announcement) *	Planning Division	M-12
2	Personal Assistant to CEO	Office of the CEO	M-11

Date posted: 30 January 2023

Closing date: 24 February 2023

Only nationals of Cambodia, Lao PDR, Thailand and Viet Nam are eligible to apply.

*** Previous applicants DO NOT need to re-submit their applications.**

The MRC is an equal-opportunity employer. We welcome applications from all qualified candidates. Women are especially encouraged to apply. Besides required qualifications, immediate availability will be considered as an advantage to the selection process. Interested applicants may find more information about each position through the Job Descriptions, which is located at the bottom of this page. Due to the high number of applications that we receive, we regret that only short-listed candidates will be notified and invited for an interview.

Application Procedures:

The application, in a single PDF file, must include the following:

- Cover letter (not longer than 1.5 pages) that outlines clearly how the candidate meets the requirements of the position. The position title and Division must also be indicated.
- Detailed CV that must not be longer than five pages.
- Application Form by registering at the following:

- [Application Form for Cambodian national](#)
- [Application Form for Lao national](#)
- [Application Form for Thai national](#)
- [Application Form for Vietnamese national](#)

The candidate must send his/her application via e-mail to the National Mekong Committee Secretariat in the candidate's home country, not to the MRC Secretariat directly, using the contact below:

Cambodia National Mekong Committee

Address: No. 576, National Road No. 2, Sangkat Chak Angre Krom, Khan Mean Chey, Phnom Penh 12353, Cambodia

Tel. +855-23-216514 Fax. +855-23-218 506

E-mail: sinsamnang9@gmail.com
u_sophanna@yahoo.com

Lao National Mekong Committee

Address: Dongnaxok-Nongbeuk Road, Sikhottabong District, Vientiane, Lao PDR

Tel. +856-21-260983 Fax. +856-21-260984

E-mail: lnmcs.hr@gmail.com

Thai National Mekong Committee

Address: Office of the National Water Resources Juthamard Building, 89/168-170 Vibhavadi Rangsit Road, Bangkok 10210

Tel. +66-2-5541800 ext. 1392

Fax. +66-2-5219147

E-mail: fad.onwr@gmail.com

Viet Nam National Mekong Committee

Address: 23 Hang Tre, Ha Noi, Viet Nam

Tel. +84-24-39343565

Fax. +84-24-38256929

E-mail: vnmc.personnel@gmail.com