



กรมอนามัย
เลขรับ 49067
วันที่ 10 ก.ค. 2556
เวลา 12.51 ๒

ที่ ทส ๐๖๓๐/ ๖.๓๐๔

ถึง กรมอนามัย

เลขรับ 49067
วันที่ 10 ก.ค. 56 14.56

ด้วย สำนักงานเลขาธิการคณะกรรมการแม่น้ำโขง (Mekong River Commission Secretariat: MRCS) ได้ประกาศรับสมัครและคัดเลือกบุคลากร เพื่อปฏิบัติงาน ณ MRCS ที่นครหลวงเวียงจันทน์ สาธารณรัฐประชาธิปไตยประชาชนลาว ในตำแหน่ง ผู้ประสานงานแผนงานบริหารจัดการและบรรเทาอุทกภัย กองสนับสนุนทางวิชาการ (Programme Coordinator attached to the Flood Management and Mitigation Programme, Technical Support Division) โดย MRCS ได้ลงประกาศการรับสมัครผ่านทางเว็บไซต์ของ MRCS ([www.mrcmekong.org](http://www.mrcmekong.org)), [www.jobsdb.com](http://www.jobsdb.com) และ [www.jobthai.com](http://www.jobthai.com) และได้ขอความร่วมมือมายังฝ่ายไทย เพื่อประชาสัมพันธ์การรับสมัครงานในตำแหน่งดังกล่าวให้ผู้สนใจทราบ ซึ่งผู้สนใจสามารถดูรายละเอียดการรับสมัครและคุณสมบัติของผู้สมัคร และส่งใบสมัครทางจดหมายอิเล็กทรอนิกส์ [tnmc@dwr.mail.go.th](mailto:tnmc@dwr.mail.go.th) เพื่อให้ฝ่ายไทยรวบรวมหลักฐานการสมัครและตรวจสอบคุณสมบัติในเบื้องต้นก่อนส่งให้ MRCS เพื่อดำเนินการต่อไป รายละเอียดปรากฏตามเอกสารแนบ

กรมทรัพยากรน้ำ จึงขอความอนุเคราะห์ประชาสัมพันธ์เชิญชวนผู้สนใจและมีคุณสมบัติตรงตาม Job Description ตามรายละเอียดที่แนบ ส่งใบสมัครพร้อมประวัติส่วนบุคคลและรูปถ่ายมายังสำนักบริหารจัดการลุ่มน้ำโขง กรมทรัพยากรน้ำ ตามที่อยู่เลขที่ ๑๘๐/๓ ถนนพระราม ๖ ซอย ๓๔ แขวงสามเสนใน พญาไท กรุงเทพฯ ๑๐๕๐๐ หรือทางจดหมายอิเล็กทรอนิกส์ [tnmc@dwr.mail.go.th](mailto:tnmc@dwr.mail.go.th) โดยสามารถดูรายละเอียดเพิ่มเติมและ Download MRC Personal History Form ได้จาก <http://www.mrcmekong.org/working-with-mrc/employment>

๐ เขียน ผู้อำนวยการกอง.....  
เพื่อโปรดพิจารณาด้วย จะเป็นพระคุณ  
(นายจิเร ดิสัยยัง)  
เจ้าพนักงานธุรการชำนาญงาน  
ปฏิบัติราชการแทนเลขานุการกรมอนามัย  
10 ก.ค. 2556



๐. 13 พ.ค. ๖๖  
๑๐ ก.ค. ๖๖

ที่ สธ ๐๙๐๕.๐๕/ ๐๑๕๖ ๑๑ กรกฎาคม  
เรียน ผู้อำนวยการสำนักที่ปรึกษา ผู้อำนวยการสำนักทุกสำนัก  
ผู้อำนวยการกองทุกกอง เลขานุการกรมอนามัย  
ผู้อำนวยการกลุ่มพัฒนาระบบบริหาร  
ผู้อำนวยการกลุ่มตรวจสอบภายใน  
ผู้อำนวยการศูนย์บริหารกฎหมายสาธารณสุข  
ผู้อำนวยการศูนย์อนามัยที่ ๑ - ๑๒  
ผู้อำนวยการกลุ่มพัฒนาระบบบริหารที่มีหน้าที่ราชการระหว่างประเทศ  
ผู้อำนวยการศูนย์พัฒนาอนามัยพื้นที่สูง

สำนักบริหารจัดการลุ่มน้ำโขง  
โทร. ๐ ๒๒๗๑ ๖๐๐๐ ต่อ ๖๖๑๗  
โทรสาร. ๐ ๒๒๙๘ ๖๖๓๖

เพื่อโปรดทราบและกรุณาประชาสัมพันธ์ให้เจ้าหน้าที่  
ในหน่วยงานของท่านทราบ โดยสามารถเข้าไปดูรายละเอียดได้ที่  
[www.anamai.moph.go.th](http://www.anamai.moph.go.th) หัวข้องานพิเศษสัมพันธ์ หัวข้อย่อย-ความร่วมมือ  
กับต่างประเทศ จะเป็นพระคุณ

(นายสืบพงษ์ ไชยพรรค)  
ผู้อำนวยการกองแผนงาน กรมอนามัย

11/07/56



# Mekong River Commission

Office of the Secretariat in Phnom Penh (OSP)  
576 National Road, #2, Chok Angre Krom,  
P.O. Box 623, Phnom Penh, Cambodia  
Tel: (855-23) 425 353 Fax: (855-23) 425 363

Office of the Secretariat in Vientiane (OSV),  
Office of the Chief Executive Officer  
184 Fa Ngoum Road,  
P.O. Box 6101, Vientiane, Lao PDR  
Tel: (856-21) 263 263 Fax: (856-21) 263 264

## FACSIMILE

REF FAX NO: MK- OSV 138/13

To: Facsimile No.: 662-298 6605

Bangkok, Thailand

Date: 20 June 2013

Number of page(s): 6  
(including this page)

Dear Sir,

**Subject: Vacancy announcement for the position of Programme Coordinator**

The MRC Secretariat would like to announce an opening in the position of Programme Coordinator attached to the Flood Management and Mitigation Programme, Technical Support Division. We would therefore like to forward to you the vacancy announcement and the job description for the above-mentioned position for your kind consideration and action.

The vacancy announcement will soon be advertised in The Nations newspaper. In order to access a larger pool of candidates, the Secretariat will post the vacancy on well-known national job-listing websites including; [www.jobscdb.com](http://www.jobscdb.com), [www.jobthai.com](http://www.jobthai.com), MRCS Recruitment Channels Network, and will obtain the applications of potential candidates from head-hunting companies. We would be grateful if you could widely and actively distribute this vacancy to relevant ministries and line agencies.

The closing date for the applications is 19 July 2013. We would appreciate it if you could forward the applications to the MRCS by 2 August 2013 so that the recruitment can be processed according to its timeline.

Thank you for your continued support.

Yours sincerely,

Sourasay Phoumavong  
Officer-in-Charge  
Mekong River Commission Secretariat

Permanent Secretary  
Ministry of Natural Resources and Environment  
Vice-Chairman of Thai National Mekong Committee  
Member of the MRC Joint Committee for Thailand  
Chairman of the MRC Joint Committee for 2012-2013  
Thai National Mekong Committee  
Department of Water Resources  
180/3 Rama 6 Road, Soi Phibul Watana Building, Phayathai, Bangkok 10400 Thailand

[www.mrcmekong.org](http://www.mrcmekong.org)

E-mail: [nres@mrcmekong.org](mailto:nres@mrcmekong.org)



## *Mekong River Commission*

The role 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

MRC Secretariat is now recruiting a highly qualified candidate for the position of

### **Programme Coordinator**

<b>Division/Section</b>	<b>: Flood Management and Mitigation Programme (FMMP), Technical Support Division</b>
<b>Post Level</b>	<b>: M-13</b>
<b>Work location</b>	<b>: Phnom Penh, Cambodia</b>
<b>Contract type/ Duration</b>	<b>: Fixed-term appointment / One-year contract renewable</b>

#### **Key Responsibilities:**

- Act as a Manager for FMMP/RFMMC Coordination and a focal point for all FMMP/RFMMC related information that goes beyond the individual FMMP activities;
- Coordinate and implement the FMMP/RFMMC activities to ensure streamlined and transparent interfaces between the 5 FMMP outcomes, other MRC programmes and with related national and regional institutions;
- Coordinate, organize and facilitate the FMMP/RFMMC implementation work plans, budget plans, technical studies, training and workshop schedules, etc. in a well-coordinated and harmonized manner;
- Carry out internal and external project administration by setting up management procedures, technical liaison, etc;
- Prepare Term of Reference, specifications, tender documents, etc. as required for initialization of programme documents and activities;
- Prepare and update operation action plans;
- Prepare reports such as inception report, progress and activity reports, internal performance assessment, FMMP completion report, etc;
- Coordinate day-to-day operations and implementations of the programme with division directors and related professional staff, national FMMP coordinators, regional collaboration partners, ASEAN and GMS programmes;
- Coordinate of inputs of other international consultants and MRC professional staff;
- Identify progressive risks, key and emerging issues hampering the progress of FMMP coordination and implementation including foreseen and/or actual deviations from the work plans, milestones and indicators, assess consequences, select and implement appropriate response measures;
- Carry out programme-level review, quality monitoring and assessment and, if necessary, develop revised programme strategy aiming at meeting the overall objectives of the programme;
- Support for mid-term review and final evaluation of the programme implementation (2004-2010);
- Support for preparation of the programme documents for the third phase (after 2015);
- Establish network with other international river basin organizations and develop global links with relevant organizations and technological resource centres around the world;
- Support and facilitate implement riparianization, decentralization, and knowledge & skills transfer;
- Other related duties as may be assigned by the supervisor.

#### **Qualifications/Requirements:**

- A post-graduate degree and professional qualifications in Hydrology, Water Resources Management, Flood Management and Mitigation, Civil Engineering or similar;
- At least 15 years of experience in flood management related activities, implementation and administration of development projects in developing countries within water resources and/or flood management;
- A substantial knowledge and experience in trans-boundary river/flood management coordination, conflict resolution, in relating climate change to future flood management, river basin water resources is a prerequisite, flood related transboundary mediation is considered a prerequisite;

- Experience in complex project planning, budget management, programming, execution, and coordination in large river basins preferably international basins with strong organizational and coordination skills is required;
- Experience working in an international environment;
- Knowledge of MRC and its activities and working experience in the MRC member countries will be an advantage;
- Fluency in English both written and spoken, and one riparian language is a must.

The job description and other information can be obtained at MRC website <http://www.mrcmekong.org/working-with-mrc/employment>. Qualified female candidates are encouraged to apply. Only short-listed candidates will be notified.

**Closing date for applications: 19 July 2013**

**Application procedures:**

Only nationals of Cambodia, Lao PDR, Thailand and Viet Nam are eligible to apply. The application should include (i) a cover letter outlining clearly how the candidate meets the requirements of the position, (ii) a detailed CV, and (iii) MRC Personal History Form. The position title and section/division must be indicated in the cover letter.

**The application should be sent to the National Mekong Committee in the applicant's home country:**

**Cambodia National Mekong Committee**

P.O.Box 623, 364 Monivong Blvd.,  
Sangkat Phsar Doerm Thkouv, Khan Chamkar  
Mon, Phnom Penh, Cambodia  
Tel. (855-23) 216 514 Fax. (855-23) 218 506  
E-mail: [ou\\_sophanna@cnmc.gov.kh](mailto:ou_sophanna@cnmc.gov.kh)

**Lao National Mekong Committee**

Prime Minister's Office, Vientiane, Lao PDR  
Tel. (856-21) 260 981-3 Fax. (856-21) 260 984  
E-mail: [lnmc.mekong@gmail.com](mailto:lnmc.mekong@gmail.com)

**Thai National Mekong Committee**

Department of Water Resources  
180/3 Rama 6 Road, Soi Phibul Watana Building  
Phayathai, Bangkok 10400 Thailand  
Tel. (66-2) 271 6165, 271 6620  
Fax. (66-2) 298 6605  
E-mail: [tnmc@dwr.mail.go.th](mailto:tnmc@dwr.mail.go.th)

**Viet Nam National Mekong Committee**

23 Hang Tre, Ha Noi, Viet Nam  
Tel. (84-4) 825 4785 Fax. (84-4) 825 6929  
E-mail: [vnmc.personnel@gmail.com](mailto:vnmc.personnel@gmail.com)



# Mekong River Commission

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Tel: (856-21) 263 263 Fax: (856-21) 263 264

## JOB DESCRIPTION

Updated: June 2013

**Title:** Programme Coordinator  
**Functional Title:** Programme Coordinator, FMMP  
**Division:** Technical Support Division (TSD), Flood Management and Mitigation Programme (FMMP)  
**Level of post:** M-13<sup>1</sup> (Riparian professional staff)  
**Duration:** One-year contract renewable  
**Location:** Regional Flood Management and Mitigation Centre, Phnom Penh, Cambodia  
**Reporting to:** Division Director (TSD)

### 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 FLOOD MANAGEMENT AND MITIGATION PROGRAMME

The Flood Management and Mitigation Programme (FMMP) is one of the MRC core programmes. The overall development objective of the FMMP is 'people's suffering and economic losses due to floods are prevented, minimised, or mitigated, while preserving the environmental benefits of floods'. The FMMP is based on priorities agreed upon by the four MRC member countries and on the strategic roles of the MRC. The **FMMP 2004-2010** consisted of five components: 1. Establishment of the Regional Flood Management and Mitigation Centre (RFMMC), 2. Structural measures and flood proofing, 3. Enhancing cooperation in addressing trans-boundary flood issues, 4. Flood emergency management, and 5. Land management. However the FMMP 2011-2015 is converted into a support programme to the RFMMC. The Centre has a management structure and two units: the Operations Unit (OU) and the Development and Services Unit (DSU). The **FMMP 2011-2015** is structured around 5 outcomes: 1. Strengthening basin planning, national planning and plans by incorporating integrated flood risk management, 2. Operational flood forecasting, impact assessment, modelling, 3. Efficient dialogue and coordination among Member Countries addressing transboundary flood issues, 4. Awareness raised, capacities enhanced, skills developed to apply integrated flood risk management, 5. Transition to a financially sustainable and professionally capable RFMMC. These outcomes will contribute to MRC's overall role in knowledge base development, capacity building and regional cooperation.

### 3. JOB SUMMARY

The FMMP Coordinator will report to the Director, Technical Support Division (TSD) and will work in close collaboration with the Chief/International Technical Advisor and other managerial and professional staff of the Regional Flood Management and Mitigation Centre (RFMMC) and the Mekong River Secretariat (MRCs), the National Mekong Committees (NMCs) and concerned national line agencies and other relevant international/regional institutions.

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#### 4. KEY TASKS

The incumbent performs the following tasks:

- Act as a Manager for FMMP/RFMMC Coordination and a focal point for all FMMP/RFMMC related information that goes beyond the individual FMMP activities;
- Coordinate and implement the FMMP/RFMMC activities to ensure streamlined and transparent interfaces between the 5 FMMP outcomes, other MRC programmes and with related national and regional institutions;
- Coordinate, organize and facilitate the FMMP/RFMMC implementation work plans, budget plans, technical studies, training and workshop schedules, etc. in a well coordinated and harmonized manner;
- Carry out internal and external project administration by setting up management procedures, technical liaison, etc.
- Prepare Term of Reference, specifications, tender documents, etc. as required for initialization of programme documents and activities;
- Prepare and update operation action plans;
- Prepare reports such as inception report, progress and activity reports, internal performance assessment, FMMP completion report, etc.
- Coordinate day-to-day operations and implementations of the programme with division directors and related professional staff, national FMMP coordinators, regional collaboration partners, ASEAN and GMS programmes;
- Coordinate of inputs of other international consultants and MRC professional staff;
- Identify progressive risks, key and emerging issues hampering the progress of FMMP coordination and implementation including foreseen and/or actual deviations from the work plans, milestones and indicators, assess consequences, select and implement appropriate response measures;
- Carry out programme-level review, quality monitoring and assessment and, if necessary, develop revised programme strategy aiming at meeting the overall objectives of the programme;
- Support for mid-term review and final evaluation of the programme implementation (2004-2010);
- Support for preparation of the programme documents for the third phase (after 2015);
- Establish network with other international river basin organizations and develop global links with relevant organizations and technological resource centres around the world;
- Support and facilitate implement riparianization, decentralization, and knowledge & skills transfer;
- Other related duties as may be assigned by the supervisor.

#### 5. SCOPE OF AUTHORITY

- (a) **Supervision requirements:** The incumbent supervises the FMMP programme officers in cooperation with the CTA/ITA.
- (b) **Level of autonomy:** Decisions are generally recommendatory in line with MRC policy.
- (c) **Level of problem solving required:** Problem solving is complex and the incumbent must display initiative and creativity.
- (d) **Level and type of communications required:** Communications are wide, both within and outside of the organisation, and a variety of written documentation is required of the position.



## 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.
- (c) **Managerial Competencies:** Vision, leadership, empowering others, building trust, managing performance, and judgement/decision-making.

## 7. POST-SPECIFIC QUALIFICATIONS

- A post-graduate degree and professional qualifications in Hydrology, Water Resources Management, Flood Management and Mitigation, Civil Engineering or similar;
- At least 15 years of experience in flood management related activities, implementation and administration of development projects in developing countries within water resources and/or flood management;
- A substantial knowledge and experience in trans-boundary river/flood management coordination, conflict resolution, in relating climate change to future flood management, river basin water resources is a prerequisite, flood related transboundary mediation is considered a prerequisite;
- Experience in complex project planning, budget management, programming, execution, and coordination in large river basins preferably international basins with strong organizational and coordination skills is required;
- Experience working in an international environment;
- Knowledge of MRC and its activities and working experience in the MRC member countries will be an advantage.

**Language:** Fluency in English both written and spoken, and one riparian language is a must.

Signed: \_\_\_\_\_ Division Director, TSD      Date: \_\_\_\_\_

Signed: \_\_\_\_\_ Incumbent      Date: \_\_\_\_\_

### Brief information on remuneration

The remuneration package, *subject to change*, includes (i) annual net base salary exempt from tax by Cambodia authorities, starting at US\$ 49,500.00 (M-13, step I); (ii) MRC's contribution to staff member's Provident Fund of 14% of basic salary upon completion of 3 years in service; (iii) Contribution of MRC to Health and Accident insurances (on shared basis with employee); (iv) other entitlements and benefits such as dependency allowance, 6 weeks' annual vacation, sick leave, maternity leave etc.

Non-resident staff members receive an additional (i) 7% of basic salary for Post Adjustment allowance; (ii) 7% of basic salary for Hardship allowance; (iii) Rental subsidy of 40% of the rent rate up to maximum of US\$ 6,000 annual; (iv) Education Grant of 75% of max. expense of US\$ 13,000; (v) Travel cost and Shipment expenses on assignment and upon separation; (vi) other entitlements and benefits such as Relocation Grant allowance, Home Leave Travel, Education Grant Travel, etc.

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

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