



Mekong River Commission

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TERMS OF REFERENCE

- 1. TITLE:** Assistant to national coordinator funded by Mekong River Commission Secretariat (MRCS)
- 2. DUTY STATION:** Administrative Division (AD),
Thai National Mekong Committee Secretariat (TNMCS),
Bangkok, Thailand
- 3. DURATION:** One year with possible extension (1 January 2018 - 31 December 2018)
- 4. REPORTING TO:** National coordinator of TNMCS
- 5. MISSION OF COOPERATION AND SECRETARIAT AFFAIRS DIVISION:**

Administrative Division (AD) is under International Cooperation Sub-division, The Office of National Water Resources (ONWR). The AD is responsible for secretarial functions of Thai National Mekong Committee Secretariat (TNMCS) and closely coordinate with Administration Division and Office of CEO of Mekong River Commission Secretariat (MRCS). In this matter, the mission of AD consists of:

- To analyze the policy and strategic cooperation of MRC and concerned authorities.
- To support and facilitate the tasks of Thai Council, Thai Joint Committee, and related agencies in the meetings and activities of MRC.
- To coordinate, monitor, evaluate and recommend the cooperation activities in compliance with the resolution of MRC.
- To develop and strengthen the potentials of authorities and human resources either TNMCS or line agencies.
- To support and coordinate the cooperation activities following the procedures of water use of MRC and other international river basins.
- To perform other tasks related to MRC's mission.

6. KEY RESPONSIBILITIES AND TASKS OF THE ASSISTANT TO NATIONAL COORDINATOR:

The assistant to national coordinator will be working on a full-time basis at the office of TNMCS (AD, ONWR). The key responsibilities and tasks of the assistant are to assist the national coordinator to carry out the mission of AD. These are:

- Administrative and logistic works including organizing the mission of AD in terms of meetings and workshops, travel arrangement, work planning, implementation and monitoring of all work programme at the national level.
- Preparing and processing of incoming and outgoing documents, correspondences, and administrative requests pertaining to the AD activities including but not limited to regular reports, memorandum and official letters, contracts and agreements, terms of references, etc.
- Providing support to related activities and events conducted at the national level such as demonstration activities, studies, training, surveys and field trips.

- Communicating and liaising with the MRCS team and related national line agencies and other officials of National Mekong Committee Secretariats (NMCSs), and individuals such as national/ regional experts and consultants, research and academic institutions, and other partners working in the MRC cooperation in the respective country as advised by the national coordinator.
- Keeping, tracking, and processing accounting and financial records as and when required, e.g., budget/ expenditure monitoring and reporting, preparation of budget estimation, clearance documents and request for payments as appropriate.
- Performing other duties as assigned by the national coordinator.

7. WORKING PRINCIPLES AND REPORTING LINE

The assistant to national coordinator will report directly to the national coordinator of AD under the overall supervision of the head of TNMCS. Overall implementation will be guided by the team leader based at the MRCS.

8. QUALIFICATIONS / REQUIREMENTS

The assistant to national coordinator should meet the following qualifications and requirements as follows.

- Nationality of the respective country
- Relevant educational background in project administration, business administration, environmental sciences, water or natural resources management, social sciences, or related fields is desirable
- Proven experience with project administration and financial reporting
- Good organisational skills, ability to communicate effectively, good inter-personal relations and effective teamwork
- Ability to think analytically and shows good initiative to solve challenging problems
- Capacity and motivation for learning
- Knowledge of the MRC and NMC is an advantage
- Good English reading, writing, listening and speaking skills

9. TERMS OF ASSIGNMENT

- The contract will be one year with possible extension renewable Services Agreement contract with the MRCS and will be based at the respective NMCS.
- The position will be selected/ recruited at the national level then be nominated to the secretariat by the respective NMC following the MRC normal practices.

10. SIGNATURES

Incumbent: _____ (_____) _____
(date)

Supervisor: _____ (_____) _____
(date)