



# Mekong River Commission

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## ICBP Administrative Assistant - Job Description

*Updated: February 2013*

**Title:** Programme Administrative Assistant  
**Functional Title:** Administrative Assistant/Project Assistant  
**Programme/Section:** Integrated Capacity Building Programme (ICBP),  
Human Resources Development  
**Level:** M-07<sup>i</sup> (Riparian Support Staff)  
**Duration:** One-year contract renewable  
**Location:** MRC Secretariat, Vientiane, Lao PDR  
**Reporting to:** ICB Programme Coordinator

### 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, the Lao PDR, 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.”

The MRC Secretariat is the technical and administrative arm of the MRC. It provides technical and administrative services to the JC and the Council to achieve the MRC’s mission.

### 2. INTEGRATED CAPACITY BUILDING PROGRAMME (ICBP)

In 2008, the ICBP was established as a cross cutting programme for building the MRC capacities needed for achieving the mandate set out in the *1995 Agreement*. ‘Capacity-building’ is widely regarded as an important strategy in ensuring sustainable water sector development. In 1991, during a UNDP symposium, the *Delft Declaration* was agreed. It established three elements of water sector capacity-building:

- Human resources development and the strengthening of managerial systems;
- Institutional development, including community participation; and,
- The creation of an enabling environment with the appropriate policy and legal frameworks.

The Lower Mekong Basin (LMB) countries have set the first two elements as the priorities for the ICBP, while other MRC Programmes support improvements in policy and legal frameworks within target sectors.

The ICBP team is made up of the ICBP Coordinator, CTA, five programme officers and 2 support staff at MRCS and national ICBP Coordinator at each of the NMCSs. The Organisational Development Capacity Building Programme Officer is one of the five programme officer positions.

### **3. JOB SUMMARY**

Under the direct supervision of the ICB Programme Coordinator, the Administrative Assistant will be responsible for assigned administrative, financial and logistical support to the ICBP Programme Management Team for the implementation of the MRC ICBP.

### **4. KEY TASKS:**

#### **1.1. General Administrative support to ICBP programme team**

- Provide administrative support to all ICBP POs on administrative requests about the programme, including but not limited to the preparation and liquidation of travel authorisations,
- Assists in drafting correspondence, workshop proceedings, reports and related documents of required ICBP related events;
- Support ICBP POs to organise workshops, dealing with workshop preparation and handouts, minutes taking and finalisation of DSA and cash clearance for each ICBP capacity building event.
- Assists in the regular operations of the ICBP, including but not limited to maintaining relevant information and documentation; ensuring correspondence flow; maintaining stationery supplies, etc.;
- Assist ICBP Programme Coordinator in staff travelling planning and management, as well as related financial clearance.
- Maintain a good filing system for easy access of information for ICBP Programme Coordinator.

#### **1.2. General Project support to the JRP project**

- Support the development of the different guidelines and checklists about MRC rules and regulation application for JRPs to better facilitate their learning process.
- Assists in drafting correspondence, workshop proceedings, reports and related documents for JRP project (activities that are carried out in OSV)
- Maintain a good filing system for easy access of information for JRP project (OSV)
- Provide administrative support to HRD PO on administrative requests about the logistic arrangement for the implementation of the JRP project including preparation for:
  - Promotion and recruitment of JRPs in Member Countries,
  - Other arrangements such as visa, travel, accommodation, etc. for selected JRP to and from MRC prior to, and during on-the-job training period of the JRPs.
  - Preparation of TAs and TA clearance for JRP team as and when necessary,

#### **1.3. Financial management of the JRP Project:**

- Prepare adequate financial data for periodic financial reports of JRP project;
- Prepare and assists in the regular preparation, maintaining and liquidation of consultancy contracts, procurement contracts, cash advances, payments, financial transactions;

#### 1.4. Other management support:

- Directly provide support to the Programme Coordinator in filing, correspondences and book keeping.

### 5. SCOPE OF AUTHORITY

- **Supervision requirement:** the incumbent does not have any supervisory responsibilities.
- **Level of autonomy:** Decision-making follows defined procedures subject to the approval of the supervisor.
- **Level of problem solving required:** problem solving can be complex and the incumbent must display sensitivity, initiative and creativity.
- **Level and type of communications required:** Communications are wide, both within and outside of the organisation, and a routine written documentation is required of the position.

### 6. COMPETENCE REQUIREMENTS

- **Core value:** Integrity, professionalism and respect for diversity
- **Core competencies:** Communication, team work, planning and organising, accountability, creativity, client orientation, commitment to continuous learning, and technology awareness

#### **CORE COMPETENCIES AT ICBP**

- Management and delivery of assigned tasks with best results
- Good communication and coordination skills
- Being timely, consistent, adaptive and hard working
- Client oriented and result oriented.

### 6. QUALIFICATIONS:

- University degree in administration and/or management or other related fields;
- At least three years of experience in secretarial, administrative and logistics work, preferably in an international organisation;
- Demonstrated writing and presentation skills, organisation and interpersonal skills;
- Experience in organising meetings and training workshops particularly in multi-cultural settings;
- Experience in using MS Office with practical skills, and a good practical knowledge of MS Excel is particularly required;
- Demonstrated skills of team working and ability to work under pressure;
- Very good knowledge in English, both written and spoken;
- Good inter-personal and communication skills – the ability to work in a team and to foster team spirit is desirable.

### 8. Signatures

Incumbent: \_\_\_\_\_ ( \_\_\_\_\_ ) \_\_\_\_\_ (date)

Supervisor: \_\_\_\_\_ ( \_\_\_\_\_ ) \_\_\_\_\_ (date)

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<sup>i</sup> **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\$ 7,575 (M-07, step I); **(ii)** Removable cost of living allowance (10% of basic salary) **(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.