



Mekong River Commission

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JOB DESCRIPTION

Updated: January 2010

Title:	Project Coordinator
Functional Title:	Mekong-Integrated Water Resources Management Project Coordinator
Division:	Planning Division
Level of post:	M-13 (Riparian Professional Staff) ⁱ
Duration:	One year contract renewable
Location:	MRC Secretariat in Vientiane, Lao PDR
Reporting to:	Director, Planning Division, MRCS

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, 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".

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. THE PLANNING DIVISION

The Planning Division works towards the implementation of MRC's core programmes including Basin Development Plan (BDP) Programme and the Mekong Integrated Water Resources Management Project (Mekong-IWRM Project) – the follow up project of the Water Utilization Programme.

The Mekong-IWRM Project will strengthen the enabling framework and capacity for IWRM in the Lower Mekong Basin, and explore and establish MRC's role as a facilitator of significant water resources development projects, guided by IWRM principles. The project will be implemented at regional, national and transboundary levels, which form the three respective components of the project.

3. JOB SUMMARY

Under the overall supervision of the Chief Executive Officer of the Mekong River Commission Secretariat and direct supervision of the Director of Planning Division, the Mekong-IWRM Project Coordinator will be responsible for the overall management of the project, including all technical, administrative and financial aspects.

4. KEY TASKS

The incumbent will ensure the overall effective implementation of the project including the coordination of the project's three components to ensure synergies and the achievement of the project objectives and the management of the regional component. He/she performs the following tasks.

Overall management and coordination of the Mekong-IWRM Project

- Manage and coordinate all technical, administrative and financial activities to ensure the effective and efficient implementation of the project to achieve its objectives and in full

compliance with all applicable donor funding agreements, the project document and MRCS procedures and standards;

- Ensure effective communications and coordination between MRCS, World Bank, National Mekong Committees and the National Oversight Committees for the synergies between the regional and the national and transboundary components of the project and joint learning;
- Develop guidelines, design processes and lead actions to synthesize component workplans into coherent Project Implementation Plan (PIP), to consolidate reporting and to implement the overall Project Performance Management Framework;
- Provide secretariat support for the Regional Oversight Committee (ROC) of the project including organizing meetings, taking notes, following up on the recommendations and decisions of the ROC and liaison between the ROC and National Oversight Committees through NMCSs and country focal points;
- Prepare progress reports and other updates on the overall project preparation by synthesizing regional and national progress as in accordance with MRCS procedures and donor requirements;
- Preparation of Terms of Reference (TOR) and budgets for employment of project staff and consultants, and recruitment of such staff and consultants;
- Coordinate and mobilise the resource and personnel requirements for the main activities of the project;
- Provide the project related information to the CEO, the National Mekong Committees Secretariats (NMCSs), and other related MRCS Programmes and National Implementing Agencies of the project;
- Liaise and exchange information with other related regional projects, programmes and initiatives;
- Undertake general advocacy, promotion and dissemination of the Mekong-IWRM-P and its outcome with stakeholders and support NMCSs and national focal points in the same efforts at national level;
- Perform any other duties related to the coordination and management of the project as assigned by the CEO and Director of Planning Division.

Implementation of the regional component

- Coordinate the MRC Programmes inputs to the detailed design, implementation and monitoring and performance management of the regional component of the project;
- Establish budget allocation and accountability mechanisms between Planning Division and concerned MRC Programmes to deliver regional component activities and outputs;
- Ensure the effective management of the regional component's funds and reporting to the CEO and the Development Partners;
- Ensure the close linkage of the regional component and the Mekong-IWRM-P in general with the BDP process and other MRC activities;
- Facilitate the support from relevant MRC Programmes to the national and transboundary components.

5. SCOPE OF AUTHORITY

- (a) Supervision requirements:** The incumbent will supervise an international Chief Technical Advisor and an administrative assistant.
- (b) Level of autonomy:** Decision-making is final, subject to the cursory approval of the Division Director, if necessary.
- (c) Level of problem solving required:** Problem solving is complex and the incumbent must display sensitivity, 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, building trust, and judgement/decision-making.

7. POST-SPECIFIC QUALIFICATIONS

- MSc/MA or higher in development economics, water resources and natural resources planning/management or a related field with at least 15 years experience in Integrated Water Resources Management (IWRM) and in planning and administration of development projects in developing countries;
- Experience with and good knowledge of the Mekong riparian countries and the Mekong River Basin and should have a proven experience of working in an international environment;
- Knowledge/experience within development project design, planning, and execution/management is a must;
- Practical experience in preparing and managing infrastructure development projects and familiarity with public investments including loans are an advantage;
- Excellent organizational, coordination and communications skills are essential;
- Ability to work, cooperate in an international environment is a necessity;
- Fluency in English both spoken and written is required.

8. SIGNATURES

Supervisor: _____ (date)

Incumbent: _____ (date)

Brief information on remuneration

The remuneration package, *subject to change*, includes (i) annual net base salary exempt from tax by Lao authorities, in a range starting at US\$ 41,801.00 (M-13, step 1) to US\$ 68,972.00 (M-13, step 14); (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 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.