



Mekong River Commission

The Mekong River Commission (MRC) was established by the Governments of Cambodia, Lao PDR, Thailand and Viet Nam, with the signing of the 1995 Agreement on the Cooperation for the Sustainable Development of the Mekong River Basin. The MRC is an international, intergovernmental organization committed to the sustainable development of water and related resources in the Mekong Basin.

The MRC is looking for an outstanding international professional for the position of **Chief Executive Officer of the MRC Secretariat** in Vientiane, Lao PDR.

CHIEF EXECUTIVE OFFICER

D-2¹ post level, one term of 3 years, based in Vientiane, Lao PDR

Application procedures: The application must include (i) two pages cover letter outlining relevant qualifications; (ii) detailed CV; (iii) MRC Personal History form (iv) degrees and relevant certificates; (v) Three reference contacts; (vi) cover page of the applicant's passport (in PDF); and (vii) contact address and send to:

**Mekong River Commission Secretariat
P.O. Box 6101, Vientiane, 01000, Lao PDR
Email: mrcs@mrcmekong.org**

Closing date for applications: 19 OCTOBER 2007

Women are encouraged to apply. Only short-listed candidates will be notified.

Applicants must be no older than 56 at the time of application submission date.

¹ This post level is D-2 (similar to the D-2 post level of the UN System).

The remuneration package, subject to change, includes **(i)** annual net base salary exempt from tax by Lao authorities, starting at US\$102,713.00 (*D-2, step 1, dependency rate*); **(ii)** a variable Post Adjustment which currently amounts to US\$ 26,436; **(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 Hardship Allowance, Dependency benefits, Rental Subsidy, Education Grant, Relocation Grant, Travel cost and Shipment expenses on assignment and upon separation, Repatriation Grant, Home Leave Travel, etc.

The MRC reserves the right to appoint a candidate at a level lower than the advertised level of the post.

JOB DESCRIPTION

Job title:	Chief Executive Officer of the Mekong River Commission (MRC) Secretariat
Duty station:	MRC Secretariat, Vientiane, Lao PDR, possibly relocated to Phnom Penh, Cambodia in 2009
Duration of assignment:	One term of three years
Post level:	D-2

1. Qualifications

- 1.1 Advanced (post-graduate) degree in one or more of the following areas: Natural Resources Management, Environmental Science, Management, Public Administration, Engineering, Law, Development, Socio-economics.
- 1.2 Fluency in all aspects of the English language is essential, proficiency in French and/or one or more of the riparian languages are an advantage.
- 1.3 Outstanding achievement in policy development and implementation at chief or senior executive level, and proven record of high-level management, preferably of an international organization, ideally related to natural resources management.
- 1.4 Experience in restructuring or improving the efficiency of the organization.
- 1.5 Experience in international development co-operation and resource mobilization strategy development and co-ordination.
- 1.6 High-level experience in dealing with regional and extra-regional governments and institutions and in negotiating with development partners.
- 1.7 Profound understanding of the development needs, aspirations and vision of each riparian member country, experience in the Mekong River Basin and familiarity with regional development issues would be an advantage.
- 1.8 Profound understanding of the objectives and provisions of the Mekong Agreement of 1995, co-operation mechanism, areas of development activities and institutional framework.
- 1.9 Demonstrated high-level skill in managing large and complex organizations, and capacity for the development of creative solutions to complex problems.
- 1.10 Outstanding leadership, management, organizational, communication, interpersonal, cross-cultural and negotiating skills.
- 1.11 Executive experience in development of organization management systems such as institutional arrangement, financial systems, information technology strategies and systems, and human resource management systems.

2. Duties and Responsibilities

Overall Responsibilities:

- 2.1 Direct the Secretariat activities that are required to support the implementation of “the Agreement of the Co-operation for the Sustainable Development of the Mekong River Basin”, 5 April 1995, and other related rules/procedures in force, and ensure timely implementation of the task assigned by the JC and the Council and the funded projects.
- 2.2 Inspire Secretariat and other stakeholders to work together to achieve a vision for a Mekong River Basin that is economically prosperous, socially just and environmentally sound.
- 2.3 Maintain and improve contacts with development partners to sustain and strengthen MRC’s fundraising activities.
- 2.4 Ensure that the Secretariat, National Mekong Committees (NMCs), MRC programme and project staff and relevant line ministries understand and are working towards implementation of the agreed vision for a MRC that is a world class, financially secure, international river basin organisation, serving Mekong Countries to achieve the Basin Vision.
- 2.5 Promote and strengthen co-operation among MRC member countries in sustainable management and development of water and related resources for the countries’ mutual benefit and the people’s well-being by providing scientific information and policy advice, and implementing strategic programmes and activities in accordance with the 1995 Mekong Agreement.
- 2.6 Develop MRCS, under guidance of JC, to become an efficient, well organized, enthusiastic, organizational culture that encourages efficiency, innovation, professionalism and creativity.
- 2.7 Ensure that MRC presents a corporate identity that is consistent with its vision and mission.

Specific Responsibilities:

- 2.8 Act on behalf of the MRC on the resources mobilization and matters recommended by the Joint Committee and approved and delegated by the Council.
- 2.9 Advise the Joint Committee, and the Council through the Joint Committee, overseeing regular information exchange and open communication, involving strengthened Secretariat links with the Joint Committee for communication with riparian government officials.
- 2.10 By the authorization of the JC or Council, act as a designated agent or representative of the Mekong River Commission at international meetings, with the power to sign agreements on behalf of the MRC.
- 2.11 Foster effective working relationships with representatives of the MRC member governments and with representatives of other national, international, regional organizations and major stakeholders relevant to the interests of the MRC member countries.
- 2.12 Liaise with development partners and potential development partners to develop and strengthen partnerships that lead to provision of financial and technical resources needed for the implementation of the Strategic Plan and establish and maintain strategic alliances which contribute to the effective operation of the MRC.
- 2.13 Reduce operating costs through initiatives to improve the efficiency of the Secretariat and ensure that Secretariat operating costs are met.
- 2.14 Co-ordinate development activities in the Mekong River Basin.
- 2.15 Oversee and facilitate resource mobilization and co-ordination, with full accountability for funds channelled through the Secretariat.

- 2.16 Ensure that services provided by the Secretariat for projects, National Mekong Committees, the Joint Committee and development partners are undertaken in a professional, transparent, timely and efficient way.
- 2.17 Ensure the overall effective management and internal cohesion of the Secretariat.
- 2.18 Expedite implementation of the riparianisation process of the Secretariat in order to increase the ownership and sustainability of the MRC.
- 2.19 Suggest an organizational structure that is best suited to the responsibilities of the MRC Secretariat, oversee structural reforms to make MRCS an effective organization. This organisational structure should be guided by the Joint Committee and Council in line with the riparianisation process following the results of the Independent Organizational Review of the MRC Secretariat and the National Mekong Committees held end of 2006.
- 2.20 Restructure internal policies such as in the areas of finance, procurement, recruitment, training and skills transfer, in line with the Strategic Plan, in order to ensure greater efficiency, effectiveness, transparency and accountability.
- 2.21 Encourage recruitment and staff development practices that will maximize the capacity, sustainability and efficiency of the Secretariat under guidance of JC.
- 2.22 Formulate and implement a clear information policy regarding access to, and communication of information internally and externally, including Internet/e-mail policies and procedures.
- 2.23 Formulate and implement clear communication systems for enhanced co-ordination between the Secretariat and the National Mekong Committees.
- 2.24 Actively pursue the implementation of the Strategic Plan of the Mekong River Commission, by driving and promoting it both internally and externally, including facilitation of the transition from a project to a programme-based organization, and from an engineering to a co-operative development focus. Maintain and improve the MRC's strategic planning cycle process.
- 2.25 Ensure that the MRC meets requirements for planning, implementation, and co-ordination so that the objectives of the Programmes can be achieved according to best practice.
- 2.26 Commitment to ethical work practices and employment equity. Commitment to fair and equitable application of rules and principles.

3. Competence Requirements

- 3.1 Core value: Integrity, neutrality, professionalism and respect for diversity
- 3.2 Core competencies: Communication, teamwork, planning and organizing, accountability, creativity, client orientation, commitment to continuous learning, and technology awareness.
- 3.3 Managerial competency: vision, leadership, empowering others, building trust, managing performance, and judgment/decision making.

4. Outputs to be produced

- 4.1 Preparation of Annual Work Programme and updates on the progress and evolution of the Strategic Plan
- 4.2 Annual Report, including updates on the progress of key MRC activities and Secretariat performance.
- 4.3 Clear policies regarding financial systems, information, communication and human resources development.
- 4.4 Updates to development partners and other stakeholders on MRC activities and specific project/ programme implementation progress.

- 4.5 Required reports and studies for the Joint Committee
- 4.6 Agendas, notices and necessary documentation for sessions of the Joint Committee and Council pursuant to their respective Rules of Procedures and specific instructions.
- 4.7 Proposed and recommended ways and means for progressive and effective implementation of the Mekong Agreement of 1995.
- 4.8 Implementation and follow-up of the Strategic Plan including promotion and support of coordinated, sustainable pro-poor development; enhancement of effective regional cooperation, strengthening basin-wide environmental monitoring and impact assessment; strengthening the IWRM capacity and knowledge base.
- 4.9 Implementation of efficient programme coordination mechanisms including an effective monitoring and evaluation tool for MRC programmes and projects.
- 4.10 Execution of the riparianisation process of the Secretariat as planned through gradual replacement of international staff by riparian staff including the CEO position, increased efforts in training and capacity building of riparian staff and proposals for adjustment to the organizational set-up of the Secretariat.
- 4.11 Increased Fundraising with the amount of funds received being the performance indicator.
- 4.12 Equitable distribution of riparian professional staff as per article 33 of the 1995 Agreement on the Cooperation for the Sustainable Development of the Mekong River Basin.

5. Supervision and Performance Evaluation

- 5.1 The CEO is an employee of the Mekong River Commission, appointed by the Council, chosen from a short-list of qualified candidates prepared by the Joint Committee. CEO shall function and undertake his/her duties, responsibilities in accordance with the 1995 Mekong Agreement and relevant rules stipulated in the Rules of Procedures of the Council, of the JC and of the MRCS.
- 5.2 The CEO shall undergo on an annual basis a performance evaluation by the Joint Committee the outcome of which will be submitted to the Council.
- 5.3 The CEO shall report to the JC and development partners for the operation of the MRC Secretariat and be accountable for the satisfaction of the agreed major performance indicators of the Secretariat in the meeting of programme and policy objectives.
- 5.4 The CEO shall submit his/her semi-annual plan of activities to be approved by the JC.

This Job Description may be revised/modified by the Joint Committee with the Council's approval.