

เลขรับ 1067
20 มิ.ย. 2562



กรมป่าไม้
รับที่ 24836
วันที่ ๑๘ มิ.ย. ๒๕๖๒
เวลา 11.12 น.

ด่วนมาก

ที่ นร ๑๔๑๒ (TNMCS)/ว ๓๓๑๐

สำนักเลขาธิการคณะกรรมการแม่น้ำโขงแห่งชาติไทย

สำนักงานทรัพยากรน้ำแห่งชาติ

๘๘/๑๖๘-๑๓๐ ถนนวิภาวดีรังสิต

เขตหลักสี่ กทม. ๑๐๒๑๐

สำนักเลขาธิการคณะกรรมการแม่น้ำโขงแห่งชาติไทย

๑๘ มิ.ย. ๒๕๖๒

๑๓ มิถุนายน ๒๕๖๒

เรื่อง รับสมัครงานตำแหน่ง Personal Assistant to the CEO ของ MRCS

เรียน อธิบดีกรมป่าไม้

สิ่งที่ส่งมาด้วย ๑. สำเนาหนังสือสำนักงานเลขาธิการคณะกรรมการแม่น้ำโขง เลขที่ L- MRCS(AD)

๓๐๘/๑๙ ลงวันที่ ๕ มิถุนายน ๒๕๖๒

๒. รายละเอียดงาน (Job description)

ด้วย สำนักงานเลขาธิการคณะกรรมการแม่น้ำโขง (Mekong River Commission Secretariat : MRCS) มีความประสงค์จะรับสมัครงานตำแหน่ง Personal Assistant to the CEO ของ MRCS เพื่อปฏิบัติงาน ณ MRCS นครหลวงเวียงจันทน์ สาธารณรัฐประชาธิปไตยประชาชนลาว โดยผู้สมัครจะต้องมีคุณสมบัติตามรายละเอียดงาน (Job description) ดังมีรายละเอียดปรากฏใน สิ่งที่ส่งมาด้วย ๑ และ ๒

สำนักเลขาธิการคณะกรรมการแม่น้ำโขงแห่งชาติไทย ในฐานะหน่วยงานกลางในการประสานงานภายใต้กรอบความร่วมมือ MRC จึงขอเชิญชวนผู้ที่สนใจและมีคุณสมบัติตรงตามที่กำหนด และส่งใบสมัครพร้อมประวัติส่วนบุคคลและรูปถ่าย มายังสำนักเลขาธิการคณะกรรมการฯ หรือทาง Email address : karin.boonpharat@gmail.com และ pkhanittha15@gmail.com ภายในวันที่ ๓๐ มิถุนายน ๒๕๖๒ เพื่อจะได้ประสานงานให้ MRCS พิจารณาดำเนินการต่อไป ทั้งนี้ สามารถดูรายละเอียดเพิ่มเติมจาก <http://www.mrcmekong.org/working-with-mrc/employment>

จึงเรียนมาเพื่อโปรดพิจารณา

ก

ส.ผ.ร.

ส.ผ.ร.

(นายสมเกียรติ ประจำวงษ์)

เลขาธิการสำนักงานทรัพยากรน้ำแห่งชาติ

เลขาธิการคณะกรรมการแม่น้ำโขงแห่งชาติไทย

๑๘ มิ.ย.

(นางสาวณอม โปบัญญัติขันธ์)

ผู้อำนวยการสำนักบริหารกลาง

กองการต่างประเทศ

โทรศัพท์ ๐ ๒๕๒๑ ๘๑๔๐-๘ ต่อ ๑๑๐๓

โทรสาร ๐ ๒๕๒๑ ๘๑๔๐-๘ ต่อ ๑๔๙๙

ส่วนความร่วมมือด้านการป่าไม้ระหว่างประเทศ

๒๕๖๒

๒๕๖๒

(นายประโยชน์ ก้านจันทร์)

นักวิชาการป่าไม้ชำนาญการพิเศษ

รักษาการแทนผู้อำนวยการสำนักแผนงานและสารสนเทศ

นางรมช.

๑๘ มิ.ย. ๒๕๖๒

นายปรีชา องค์ประเสริฐ

นักวิชาการป่าไม้ชำนาญการ



Mekong River Commission

P.O. Box 6101, 184 Fa Ngoum Road, Unit 18,
Ban Sithane Neua, Sikhottabong District, Vientiane 01000, Lao PDR
Telephone: (856-21) 263 263. Facsimile: (856-21) 263 264

สำนักงานทรัพยากรน้ำแห่งชาติ
เลขที่ ๕๙๕๒
วันที่ ๗ มิ.ย. ๖๒
เวลา ๑๐.๐๙

No. L- MRCS (AD) 308/19

5 June 2019

Dear Joint Committee Members,

ถึงที่ส่งมาด้วย ๑

Subject: Announcement of the position of Personal Assistant to Chief Executive Officer

The Mekong River Commission Secretariat, citing the resigning letter of 04 June 2019, would like to forward you the vacancy announcement and the job description for the position of Personal Assistant to Chief Executive Officer (CEO) attached to the Office of the CEO for your kind consideration and action.

The vacancy announcement shall be advertised the position in (1) the four Member Countries' newspapers, (2) well-known national job-listing websites and (3) the MRCS Recruitment Channels Network. We would be grateful should JC Members be able to distribute this vacancy to relevant Ministries and line agencies at your earliest convenience.

The closing date for the applications is on 30 June 2019. We would appreciate it if you could forward the applications to the MRC Secretariat on or before 5 July 2019, so that the recruitment can be processed according to its timeline.

Thank you for your support and cooperation.

Sincerely yours,

Suchart Sirijungsakul
Officer-in-Charge

Mekong River Commission Secretariat

H.E. Mr. Te Navuth
Permanent Vice-Chairman
Cambodia National Mekong Committee Secretariat
Member of the MRC Joint Committee
for Cambodia

Mr. Chanthanet Boualapha
Secretary General
Lao National Mekong Committee Secretariat
Member of the MRC Joint Committee for Lao
PDR

Dr. Somkiat Prajamwong
Secretary General, Office of the National Water
Resources
Vice Chairperson of the Thai National Mekong
Committee
Secretary General
Thai National Mekong Committee Secretariat
Member of the Joint Committee for Thailand

Dr. Le Duc Trung
Director General
Viet Nam National Mekong Committee
Secretariat
Member of the MRC Joint Committee for Viet
Nam
Chairperson of the MRC Joint Committee for
2019



Mekong River Commission

P.O. Box 6101, 184 Fa Ngoum Road, Unit 18,
Ban Sithane Neua, Sikhottabong District, Vientiane 01000, Lao PDR
Telephone: (856-21) 263 263. Facsimile: (856-21) 263 264

JOB DESCRIPTION

Job Title	Personal Assistant to CEO
Division	Office of the CEO
Level	M-11
Report to	CEO
Job Code	Job No. RP003.C/O
Date of verification (JD)	June 2019
Duty Station	MRC Secretariat in Vientiane, Lao PDR

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, Lao PDR, Thailand and Viet Nam. The role of the MRC is to coordinate and promote cooperation in all fields of sustainable development, utilization, management and conservation of the water and related resources of the Mekong River Basin.

The MRC Secretariat is the operational arm of the MRC. It provides technical and administrative services to the Joint Committee and the Council to achieve the MRC's mission.

VISION for the Mekong River Basin:

An economically prosperous, socially just and environmentally sound Mekong River Basin

VISION for the Mekong River Commission:

A world class, financially secure, International River Basin Organisation serving the Mekong countries to achieve the basin Vision

MISSION of the Mekong River Commission

To promote and coordinate sustainable management and development of water and related resources for the countries' mutual benefit and the people's well-being

MRCS values

- Integrity
- Transparency

- Mutual respect
- Professionalism
- Accountability
- Results orientation

1. Job Summary / Job Statement

The job holder provides a full range of executive and administrative support to the CEO to ensure quality coordination of activities, high quality outputs and high level communication across the MRC Secretariat.

2. Main tasks and responsibilities

- Provide executive secretarial, administrative, logistic, and protocol support to the CEO or Officer-in-Charge (O-I-C) of the MRCS in the CEO's absence, including but not limited to meeting arrangements, travel arrangements, collating of speeches and briefing materials as well as supporting documentation for CEO on official trips and meetings in liaison with responsible staff and others;
- Act as focal person for the OCEO on matters related to the organisation. Disseminate information and changes regarding the administrative management of the organisation including staff notification regarding O-I-C arrangements in the absence of the CEO;
- Coordinate scheduling of Senior Staff Meetings and other management meetings; take minutes of these meetings and ensure timely distribution of these minutes to concerned staff and follow up on implementation of decisions;
- Prepare official correspondence from the CEO to MRC's Council and JC members, NMCs, diplomatic missions and other international organisations following appropriate protocols and MRC's rules of procedures, and provide copy-editing support to all other correspondence and reports as required;
- Manage the flow of outgoing correspondence (drafted by OCEO and other Divisions to be signed by CEO) presented to the OCEO for signature, ensuring grammatical accuracy, completeness, formatting and adherence to administrative procedures established in the MRCS administrative manuals and MRC's rules of procedures;
- Work closely with Chief Strategy & Partnership Officer, with Governance Officer in Administration Division and Stakeholder Engagement Specialist in Planning Division, to ensure external contact details are up-to-date and accurate at all times;
- Work closely with the Chief Strategy and partnership officer in ensuring effective and high-level internal communication from CEO to the organization;
- Undertake special projects requested by the CEO, including assisting in the organisation of international seminars/conferences when required;
- Provide copy-editing support as required;
- Perform other relevant tasks as required and assigned by the CEO.

3. Scope of Authority

- a) Supervision requirements: None.
- b) Level of autonomy: Decision making follows defined procedures. The position does not administer a budget, yet has responsibility for ensuring the financial accountability of MRC.
- c) Level of problem solving required: Problem solving skill is expected and the incumbent must display sensitivity, initiative and creativity
- d) Level and type of communications required: Communications are wide, within and outside the organisation, and require considerable oral and written skills.

4. Qualification requirements

Certificate	An advanced university degree in social or political sciences, law, public relations or public administration.
Additional certificates	<ul style="list-style-type: none"> • TOEIC certificate with 800 points and over is required. An equivalent internationally recognized certificate or a university degree from an internationally recognized academic institution whose instruction is in English may also be considered.
Experience	<ul style="list-style-type: none"> • 7 years of experience in international cooperation, public and international relations, strategic communication, and diplomacy; • Experience in secretarial support or administrative work at senior management level in international organizations as well as protocol in organising major governance events is an asset; • Experience and knowledge in water resources development and management is an advantage.

5. Competencies

Knowledge	Level (1-3) 1 =Required 2 =Desirable 3 = Optional
Thorough knowledge of or training in business, office, secretarial practices	1
Demonstrated diplomacy and knowledge of appropriate protocol	1
Excellent knowledge of written and spoken English	1
Water resources management and development	2
Knowledge of the social, economic, cultural and political structures of the Mekong Basin	2

Skills	Level (1-3) 1 = Required 2 = Desirable 3 = Optional
High level communication skills, both written and spoken	1
Interpersonal and cross-cultural communication	1
Political sensitivity	1
Diplomatic skills	1
Copy-editing	2
Use of web based information services	2
Time-/project- management	2
High proficiency in the use of personal computers. Typing speed of at least 60 wpm.	2

Attitudes	Level (1-3) 1 = Required 2 = Desirable 3 = Optional
Good sense of initiative and sound judgment	1
Ability to work with minimum supervision	1
Attention to details	1
Strong willingness and ability to work inter-disciplinarily	1
Willingness to travel within and outside the region	2

Relation, network building	2

6. Remuneration

The remuneration package, subject to change, includes (i) annual net base salary exempt from tax by Lao authorities, starting at US\$ 33,440 (M-11, step I); (ii) cost of living 5% of basic salary; (iii) MRC's contribution to staff member's Provident Fund of 14% of basic salary upon completion of 3 years in service; (iv) Contribution of MRC to Health and Accident insurances (on shared basis with employee); (v) 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 a flat rate of US\$ 6,000 annual; (iv) Education Grant of 75% of max. expense of US\$ 16,000; (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.

7. Remarks

- The Job Description is subject to revisions by the MRC.

8. SIGNATURES

Job Incumbent: _____ Date: _____



Mekong River Commission (MRC)

The Mekong River Commission (MRC) is the only inter-governmental agency that works directly with the governments of Cambodia, Lao PDR, Thailand and Viet Nam on their common specific interests - joint management of shared water resources and sustainable development of the Mekong River.

As a regional facilitating and advisory body governed by water and environment ministers of the four countries, the MRC aims to ensure that the Mekong water is managed & developed in the most efficient & sustainable manner that mutually benefits all Member Countries and minimises harmful effects on people and the environment in the Lower Mekong Basin.

The MRC Secretariat in Vientiane, Lao PDR is now recruiting a highly qualified candidate for the position of:

Division/Section : Office of the CEO
Level : M-11
Work location : MRC Secretariat in Vientiane, Lao PDR
Contract type/ Duration : Fixed-term Appointment / One year contract renewal

The Job Description and other information can be obtained from the MRC website <http://www.mrcmekong.org/working-with-mrc/employment/> and <https://www.facebook.com/Mekong-River-Commission-165798426775632/timeline/>. MRC is an equal opportunity employer. We welcome applications from all qualified candidates. Women are especially encouraged to apply. Only short-listed candidates will be notified.

Closing date for applications: 30 June 2019

Application procedures:

Only nationals of Cambodia, Lao PDR, Thailand and Vietnam are eligible to apply. The application, in a single PDF file, must include (i) a cover letter outlining clearly how the candidate meets the requirements of the position, and (ii) a detailed CV. The position title and division must be indicated in the cover letter. MRC offers challenging job with attractive compensation package.

Candidates must send his/her application via web link to MRC Secretariat and e-mail to the National Mekong Committee in the candidate's home country as per details below:

Mekong River Commission
MRC Secretariat in Vientiane (OSV)
P.O. Box 6101, 184 Fa Ngoum Road
Vientiane 01000, Lao PDR

Web Link <https://www.surveymonkey.com/r/L3LCKD5>

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: sinsamang9@gmail.com and
u_sophanna@yahoo.com

Lao National Mekong Committee
Khunbulom Road, Chantabouly District,
Vientiane, Lao PDR.
Tel. (856-21) 260 983 Fax. (856-21) 260 984
E-mail: cchannaly@gmail.com;
souksamone.lnmc@gmail.com; and
viengsais@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.t@dwr.mail.go.th

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23 Hang Tre, Ha Noi, Viet Nam
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E-mail: vnmc.personnel@gmail.com

