



# Mekong River Commission

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## JOB DESCRIPTION

Updated: 8 July 2010

**Title:** Programme Officer  
**Functional Title:** Programme Officer, Adaptation Planning, Climate Change and Adaptation Initiative (CCAI)  
**Division:** Environment Division (ENV)  
**Level:** M-11<sup>1</sup> (Riparian Professional)  
**Duration:** One-year contract renewable  
**Location:** Vientiane, Lao PDR  
**Reporting to:** Senior Manager, CCAI

### 1. 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, 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".

### 2. THE ENVIRONMENT DIVISION AND THE CLIMATE CHANGE AND ADAPTATION INITIATIVE

The Environment Division is a cross-sectional division of the MRC which generates data, information and knowledge in order to balance economic development and environmental conservation in decision-making. In addition to establishing systems for monitoring the Basin's environmental health, improving policies and legislation, encouraging co-operation among the riparian countries, the programme is also in charge with climate change activities, increasing environmental and climate change awareness amongst the public.

The MRC Climate Change and Adaptation Initiative (CCAI) is a collaborative regional initiative of MRC member countries aiming to support the countries in adapting to the new challenges posed by climate change with the objective of guiding climate change adaptation planning and implementation through improved strategies and plans at various levels and in priority locations throughout the Lower Mekong Basin (LMB). The CCAI Framework has been finalized and endorsed by the MRC Joint Committee, a detailed workplan was prepared for the first, intermediate phase of the Initiative until end of 2010 and the First Phase from 2011-2015. Under this framework, the CCAI Office of Climate Change and Adaptation was established within the MRC Environment Division to undertake the coordination and facilitation and drive the process of the CCAI implementation. The implementation started August 1<sup>st</sup> and the lessons learned from the first 10 months warrant strengthening of the staff of the OCCA. The position will focus on adaptation planning particularly capacity building, stakeholder engagement and local demonstration of adaptation planning.

### 3. JOB SUMMARY

Under the overall supervision of the Environment Division Director and direct supervision of the Senior Manager for the CCAI, the Programme Officer for Adaptation Planning coordinates activities related to capacity building and stakeholder engagement and coordinates adaptation planning at selected local demonstration sites in the LMB Countries implemented by the MRC as well as by implementation partners.

#### 4. KEY TASKS

The incumbent performs the following tasks:

- Provides leadership, technical advice and inputs on climate change adaptation planning focusing on capacity building and stakeholder engagement of the CCAI.
- Provides leadership, technical advice and coordination of the local demonstration of climate change adaptation planning including local demonstration site activities, collaboration with implementation partners on local adaptation planning activities and extraction of lessons learned and upscaling of proven best practices.
- Plans and supervises the implementation of CCAI activities related to local demonstration of adaptation planning, capacity building and stakeholder engagement
- Establishes and maintains close collaboration with external partners and all MRC programmes to ensure the necessary outreach and cross-cutting implementation of the local demonstration of adaptation planning, the capacity building and stakeholder engagement activities of the CCAI.
- Assess the technical quality of activities, outputs and outcomes of the local demonstration of adaptation planning, capacity building and stakeholder engagement activities and suggest changes and revisions as appropriate
- Prepares annual workplans and progress and performance reports and other routine reports in accordance with MRC Procedures and specific requirements on activities related to local demonstration of adaptation planning, capacity building and stakeholder engagement
- Maintains regular communication with the National Mekong Committees (NMCs), related line agencies, national experts and other related organizations in riparian countries on local demonstration of adaptation planning, capacity building and stakeholder engagement for the CCAI;
- Undertakes liaison and exchange information with related international and regional programs, projects and initiatives;
- Performs any other duties as assigned by the supervisor and the Environment Division Director.

#### 5. SCOPE OF AUTHORITY

- (a) **Supervision requirements:** The incumbent has no supervision mandate to the staff of the Office of Climate Change and Adaptation and the Environment Division, but is responsible for his/her outputs to be carried out in line with the Environment Division's and MRCS requirements.
- (b) **Level of autonomy:** Has no decisions making, but directly delivers qualified technical support under his/her respective activities.
- (c) **Level of problem solving required:** Problem solving can be complex and the incumbent should display initiative and creativity.
- (d) **Level and type of communications required:** Communications are wide, both within and outside of the organisation, very good spoken and written skill are required for this position.

#### 6. COMPETENCE REQUIREMENTS

- (a) **Core Values:** Integrity, professionalism and respect for diversity.
- (b) **Core Competencies:** Communication, teamwork, planning and organizing, accountability, creativity, client orientation, commitment to continuous learning, and technological awareness.
- (c) **Managerial Competencies:** Vision, leadership, empowering others, building trust and managing performance.

## **7. POST-SPECIFIC QUALIFICATIONS**

- Master degree or higher in environmental science, rural development or similar with focus on issues of relevance to climate change adaptation and water resources management
- At least 10 years relevant experience in work that has relevance to current climate change adaptation challenges and development projects preferably within the context of integrated water resources management, community based planning and development, capacity building and stakeholder engagement;
- Experience with and ability to work through networks and implement activities in a multiple partner context;
- Experience and good knowledge on climate change, its impacts on natural systems, economic development and livelihood in the Mekong context, community based planning and development, capacity building and stakeholder engagement methodologies directly related to or relevant for climate change adaptation planning;
- Experience within development project planning, management, implementation and reporting; experience in preparation of annual work plans and budgets, and the use of a logical framework for summarising and guiding implementation is an advantage;
- Experience with and good knowledge of the Mekong Riparian countries and the Mekong River basin and experience in working in a multicultural and international environment;
- Fluency in written and spoken English and at least one of MRC riparian languages is essential;

**8. SIGNATURES**

Incumbent: \_\_\_\_\_ ( \_\_\_\_\_ ) Date: \_\_\_\_\_

Division Director: \_\_\_\_\_ ( \_\_\_\_\_ ) 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 from US\$ 26,059 (M-11, step I); **(ii)** 6 weeks' annual vacation; **(iii)** MRC's contribution to staff member's Provident Fund of 14% of basic salary upon completion of 3 years in service; **(iv)** Monthly fluctuation and removable Devaluation Allowance; **(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.

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 in principle up to a maximum of 6 years.

THE MRCS RESERVES THE RIGHT TO APPOINT A CANDIDATE AT A LEVEL LOWER THAN THE ADVERTISED LEVEL OF THE POST.