



Mekong River Commission

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JOB DESCRIPTION

Updated: March 23, 2011

Title: CCAI Coordinator
Functional Title: CCAI Coordinator, Climate Change and Adaptation Initiative
Division: Environment Division (ENV)
Level: M-13¹ (Riparian Professional)
Duration: One-year contract renewable
Location: MRC Secretariat, Vientiane, Lao PDR
Reporting to: Environment Division Director

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 Council, 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.

3. JOB SUMMARY

Under the overall supervision of the MRCS Chief Executive Officer and direct supervision of the Environment Division Director, the Coordinator for the CCAI will be responsible for the overall coordination and management of all activities related to technical, administrative and financial aspects of the MRC Climate Change and Adaptation Initiative.

The CCAI Coordinator will be responsible for achieving all outputs/results of the Initiative and will be accountable for all activities and routine functions. He/She will report to the Environment Division Director and will work in close collaboration with all relevant MRC programmes, the National Mekong Committees, the concerned national line agencies and other relevant international/regional institutions.

4. KEY TASKS

The incumbent performs the following tasks:

- Heads the Office of Climate Change and Adaptation (OCCA) within the Environment Division, MRC Secretariat;
- Provides leadership and direction for the OCCA Team and manages the staff of the OCCA and provides continuous motivation and periodic evaluation through the annual Performance Appraisal process.
- Provides strategic direction and ensures high quality implementation of the CCAI.
- Establish and maintain close collaboration with external partners and all MRC programmes to ensure the necessary outreach and cross-cutting implementation of the CCAI.
- Manages and coordinates all technical, administrative and financial activities of the CCAI to ensure the effective and efficient implementation of the CCAI in full compliance with all applicable donor funding agreements, the CCAI Framework Document and MRCS procedures and standards;
- Prepares annual workplans and progress and performance reports and other routine reports in accordance with MRC Procedures and specific requirements
- Develops and manages the Initiative's budget; allocates and administers the use of the programme budget with the authorization from Division Director.
- Identifies progressive risks, key and emerging issues which may hamper the implementation of the CCAI, assesses consequences, and selects and implements appropriate response measures when relevant in consultation with the CCAI Steering Committee;
- Prepares Terms of Reference and allocates budgets for employment of staff of the OCCA, international and national consultants, and oversees the recruitment of staff and consultants;
- Coordinates and mobilizes the resource and personnel requirements for the main activities of the CCAI;
- Responsible for recruiting and selecting programme staffs and being a panel member of the organization as assigned by the CEO.
- Provides on-the-job training and on-going coaching to the staff of the OCCA in regards to their jobs and responsibilities
- Maintains regular communication with the National Mekong Committees (NMCs), related line agencies, the national experts and other related organizations in riparian countries;
- Undertakes liaison and exchange information with related international and regional programs, projects and initiatives;
- Undertakes general advocacy and promotion of the work of the CCAI, and represents the CCAI in dialogue with external agencies; Presents the work of the Initiative at international and regional meetings.
- Performs any other duties related to the coordination and management of the OCCA, and as assigned by the Environment Division Director and CEO.

5. SCOPE OF AUTHORITY

- (a) Supervision requirements:** The incumbent supervises all staffs of the Office of Climate Change and is responsible for their outputs, on-the-job training and performance appraisal, carried out in line with MRC guidelines.
- (b) Level of autonomy:** Major decisions include providing advise to the Division Director, unless in line with MRC policy. The incumbent administers the CCAI budget.
- (c) Level of problem solving required:** Problem solving can be complex and the incumbent must display initiative and creativity.
- (d) Level and type of communications required:** Communications are wide, both within and outside of the organization, and extensive 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 organizing, accountability, creativity, client orientation, commitment to continuous learning, and technological awareness.
- (c) **Managerial Competencies:** Vision, leadership, empowering others, building trust, managing performance, and judgment/decision-making.

7. POST-SPECIFIC QUALIFICATIONS

- At least a Master degree, PhD an advantage, in related field (within the fields of water resources management, environmental science, environmental management, economics, rural development, development management, or other fields with relevance to climate change adaptation);
- At least 15 years relevant experience in work that has relevance to current climate change adaptation challenges and development projects such as water resources management, environmental management, disaster preparedness, agricultural development and rural development;
- Proven good knowledge on climate change and its impacts on natural systems, economic development and livelihood in the Mekong context, and climate change adaptation and mitigation;
- Proven ability to effectively implement programmes/projects in a multicultural and international environment, and in particular with the relevant line agencies of the MRC-member countries;
- Proven ability to work through networks and implement activities in a multiple partner context;
- Wide experience related to strategy formulation; programme/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 proven experience in working in an international environment;
- Fluency in written and spoken English and at least one of MRC riparian languages is essential;
- Good knowledge on basic office softwares (MS Word, MS Excell, MS Power Point ect.) is a must. Knowledge and experience on using MS Project software is a distinct advantage.

8. SIGNATURES

Incumbent: _____ (_____) Date: _____

Division Director: _____ (_____) Date: _____

ⁱ **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\$ 42,637 (M-13, 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.