



# **Mekong River Commission**

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## **JOB DESCRIPTION**

*Updated: May 2010*

**Job title:** Chief Executive Officer of the Mekong River Commission Secretariat  
**Level of post:** Riparian Professional  
**Location:** MRC Secretariat, Vientiane, Lao PDR  
**Duration:** One term of three years with possible extension of a further three years

### **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, Lao PDR, Thailand and Viet Nam. The role of the MRC is to co-ordinate and promote co-operation in all fields of sustainable development, utilisation, management and conservation of the water and related resources of the Mekong River Basin. The mission of the 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.

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

### **2. JOB SUMMARY**

The Chief Executive Officer (CEO) leads the MRC Secretariat; which has two office locations in Vientiane, Lao PDR, and Phnom Penh, Cambodia, to become a world class, financially secure, professional, international organisation, serving Mekong countries to achieve the Basin Vision. It ensures that the organisation actively works for the implementation of the MRC Mission through all its programmes and activities.

The CEO is the strategic, structured, result-oriented, and neutral leader responsible for inspiring the MRC 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.

The CEO will be an innovative and global thinker who can nurture current partnerships while identifying and establishing new collaborations, capitalizing on unrealized opportunities and translating an ambitious vision into realistic strategies through a diversely funded operation. H/she will have the foresight and ability to adopt infrastructure and organizational culture to accommodate change and growth.

### **3. DUTIES AND RESPONSIBILITIES**

#### **Overall responsibilities:**

- 3.1 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.
- 3.2 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.
- 3.3 Maintain and improve contacts with development partners to sustain and strengthen MRC’s fundraising activities.
- 3.4 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.
- 3.5 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.
- 3.6 Develop MRCS, under guidance of JC, to become an efficient, well organized, enthusiastic, organizational culture that encourages efficiency, innovation, professionalism and creativity.
- 3.7 Ensure that MRC presents a corporate identity that is consistent with its vision and mission.

#### **Specific responsibilities:**

- 3.8 Act on behalf of the MRC on the resources mobilization and matters recommended by the Joint Committee and approved and delegated by the Council.
- 3.9 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.
- 3.10 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.
- 3.11 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.
- 3.12 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.
- 3.13 Reduce operating costs through initiatives to improve the efficiency of the Secretariat and ensure that Secretariat operating costs are met.
- 3.14 Co-ordinate development activities in the Mekong River Basin.
- 3.15 Strengthen relationships between MRC and Dialogue Partners, China and Myanmar.
- 3.16 Oversee and facilitate resource mobilization and co-ordination, with full accountability for funds channelled through the Secretariat.
- 3.17 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.
- 3.18 Ensure the overall effective management and internal cohesion of the Secretariat.
- 3.19 Complete implementation of the riparianisation process of the Secretariat in order to increase the ownership and sustainability of the MRC.

- 3.20 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.
- 3.21 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.
- 3.22 Encourage recruitment and staff development practices that will maximize the capacity, sustainability and efficiency of the Secretariat under guidance of JC.
- 3.23 Formulate and implement a clear information policy regarding access to, and communication of information internally and externally, including Internet/e-mail policies and procedures.
- 3.24 Formulate and implement clear communication systems for enhanced co-ordination between the Secretariat and the National Mekong Committees.
- 3.25 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 results-based development focus. Maintain and improve the MRC's strategic planning cycle process.
- 3.26 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.
- 3.27 Commitment to ethical work practices and employment equity. Commitment to fair and equitable application of rules and principles.

#### **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 Organizational management effectiveness; clear policies, directions, and decisions regarding human resources management and development, financial systems, information, and communication. Being a change leader to improve a better performance of the organization.
- 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, increased efforts in training and capacity building of riparian staff and proposals for adjustment to the organizational set-up of the Secretariat.

- 4.11 Sufficient fundraising with the consistency of the amount of funds received with MRC needs 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 will 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 will 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 will submit his/her semi-annual plan of activities to be approved by the JC.

## 6. COMPETENCE REQUIREMENTS

- (a) **Core Values:** Integrity, professionalism, result-oriented, transparency, fairness, good attitude toward development or non-profit organizations, and respect for diversity.
- (b) **Core Competencies:** Open communication, teamwork, planning and organising, accountability, creativity, client orientation, commitment to continuous learning, and technological awareness.
- (c) **Managerial Competencies:** Vision, strategic and structured leadership, empowering others, building trust, managing performance, and judgement/decision-making.

## 7. POST-SPECIFIC QUALIFICATIONS

- 7.1 At least master degree in one or more of the following areas: Management, Development, Public Administration Management, Water and/or Natural Resources Management, Economic, Socio-economics.
- 7.2 At least 10years working experience as the leader or Senior Management of an International Development or Non-Profit organizations, or public sectors,
- 7.3 Fluency in all aspects of the English language is essential. Working knowledge of more than one riparian languages is an advantage.
- 7.4 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 water or natural resources management.
- 7.5 Experience in restructuring or improving the efficiency of the organization including institutional arrangement; financial, human resources management and development, information technology strategies and system.
- 7.6 Demonstrated high level skills in managing similar size and complex organization, and capacity for the development of solutions to complex problems.
- 7.7 Experience in international development co-operation and resource mobilization strategy development and co-ordination. High-level experience in dealing with regional and extra-regional governments and institutions and in negotiating with development partners.
- 7.8 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.
- 7.9 Profound understanding of the objectives and provisions of the Mekong Agreement of 1995, co-operation mechanism, areas of development activities and institutional framework.

- 7.10 Outstanding strategic, structured and result-oriented leadership, management, organizational, communication, interpersonal, cross-cultural and negotiating skills.
- 7.11 Executive experience in development of organization management systems such as institutional arrangement, financial systems, information technology strategies and systems, and human resource management systems.

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

## **8. SIGNATURES**

Chairperson of the JC: \_\_\_\_\_ (date)

Incumbent: \_\_\_\_\_ (date)

### **Brief information on remuneration:**

The remuneration package includes (i) annual net base salary exempt from tax by Lao authorities, competitive negotiable salary rate depending on qualifications, professional experience, and other related factors, (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, and 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 annually, (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, and etc.

The duration of the assignment of MRC Riparian Professional Staff is up to maximum 6 years according to the 1995 Mekong Agreement and Procedural Rules.