



Mekong River Commission

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JOB DESCRIPTION

Updated: 6 August 2010

Title: Programme Officer
Functional Title: **Social Science Specialist, Environment Programme**
Division: Environment Division (ENV)
Level: **M-11¹** (Riparian Professional)
Duration: One-year contract renewable
Location: **Office of the Secretariat, Vientiane Lao PDR**
Reporting to: **Programme Coordinator, Environment Programme**

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 PROGRAMME

The Environment Division and Programme 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, and encouraging co-operation among the riparian countries, the programme is also charged with increasing environmental awareness amongst the public. The MRC Climate Change and Adaptation Initiative is newly established under the Environment Division.

3. JOB SUMMARY

Under the overall supervision of the Division Director the Environment Division, direct supervision of the Environment Programme Coordinator and advised by the Chief Technical Advisor of the Environment Programme, the Programme Officer for Social Science coordinates activities related to social science components of the MRC Environment Programme and works closely with other MRC programmes particularly but not limited to the Basin Development Plan Programme (BDP), the Fisheries Programme (FP) and the Climate Change and Adaptation Initiative (CCAI) to strengthen the social science capacity of the MRC.

4. KEY TASKS

The incumbent performs the following tasks:

- Provides leadership, technical advice and coordination on the social science components of the MRC Environment programme, including surveys and analysis and compilation of existing information;

- Plans and supervises the implementation of MRC Environment Programme activities related to social science, socio-economics including social impact monitoring and vulnerability assessment, socio-economic data and knowledge on people's livelihood;
- Establishes and maintains close collaboration with external partners and key MRC programmes to ensure the necessary outreach and cross-cutting implementation of the activities related to the social-economic aspects of the MRC activities;
- Assess the technical quality of activities, outputs and outcomes of the social science activities and suggest changes and revisions as appropriate;
- Reviews and edits (as necessary) technical reports pertaining to social issues for the Programme;
- Manages administrative tasks related to key duties (preparation/reviewing TORs, draft reports, etc.);
- Prepares annual workplans and progress and performance reports and other routine reports in accordance with MRC Procedures and specific requirements on activities related to social science activities;
- Maintains regular communication with the National Mekong Committees (NMCs), related line agencies, national experts and other related organizations in riparian countries on social science aspects of the MRC Environment Programme;
- Works as a team member in the overall planning, implementation management and reporting of Environment Programme activities;
- 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 Environment Programme 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 social science, rural development, anthropology, human geography or similar with focus on issues of relevance to environment, water resources management and people's livelihood;
- At least 10 years relevant experience in work that has relevance to peoples dependence on aquatic resources, livelihood strategies, social surveys, statistical analysis of social data, and analysis of socio-economic conditions;

- Experience with and good knowledge on the interlinkages between environment, natural systems, economic development and livelihood in a sustainable development context and in the Mekong context;
- 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 ability to work through networks and implement activities in a multiple partner context;
- 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: _____

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\$ 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.