



JOB DESCRIPTION

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| Job Title: | Head of Regional Flood and Drought Management Centre |
| Division/Office: | Technical Support Division, MRC Regional Flood and Drought Management Centre, Phnom Penh, Cambodia |
| Salary Level: | M-13 |
| Date of Verification (If any): | December 2022 |

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 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.

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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 Organization 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

MRC values

- [Integrity](#)
- [Transparency](#)
- [Mutual respect](#)
- [Professionalism](#)
- [Accountability](#)
- [Results orientation](#)

2. JOB SUMMARY/JOB STATEMENT

The Jobholder is the Head of Regional Flood and Drought Management Center (RFDMC) located in Phnom Penh, Cambodia. He/she will assist and support the MRCS Director of the Technical

Support Division (TD) in the day-to-day management of the RFDMC. He/she will be the technical lead and manager to oversee RFDMC work as well as to guide other RFDMC's specialists to achieve MRC's assigned outputs. He/she will work in close collaboration with the Chief Hydrologist and other members of the TD.

3. MAIN TASKS AND RESPONSIBILITIES

Responsible for the RFDMC's annual outputs and results through activities to:

- Provide inputs to update Flood Management Strategies.
- Provide technical inputs to the preparation of Drought Management Strategies.
- Work with the NMCs and national line agencies in member countries to ensure full participation of appropriate line agencies in the implementation of the Centre's activities.
- Provide technical inputs and support to facilitate and manage transboundary flood National Indicative Plans (NIPs) and Member Countries' joined-projects in Mekong basin's border areas.
- Provide management and monitoring of assigned staff on routine river flood and flash flood forecasting in flood season; river monitoring in dry season and make sure daily and weekly broadcasting of flood forecasting and river monitoring, and related information on MRC websites and relevant communication channels.
- Contribute and provide inputs to MRC's annual combined hydrological, flood and drought report.
- Provide technical and managerial inputs for the improvement/development of river flood and drought forecasting and flash flood guidance system.
- Provide technical input and support to technical staff to implement effectively all RFDMC's assigned development projects
- Ensure the preparation of technical reports, such as progress and activity reports and be responsible for RFDMC staff's performance assessments.
- Make sure annual work plan is made based on MRC Strategic Plans and basin emerging issues regarding to Mekong Basin's flood management and mitigation that includes anticipated regional workshops and capacity building activities and feasible implementation plans.
- Continuously identify progressive risks, key and emerging issues hampering the progress of RFDMC coordination and implementation including foreseen and/or actual deviations from the work plans, milestones and indicators, assess consequences, select and implement appropriate response measures;
- Make sure annual audits to be done in a most effective manner with high quality of Centre's operation and management.
- Strengthen networking with other international river basin organizations, global links, relevant organizations and technological resource centres around the world as well as to, in consultation and coordination with the Office of CEO, support fund mobilization for an enhanced Centre.
- Propose, advise, develop or implement other related duties as assigned by Division Director and MRC Chief Executive Officer.

- Be responsible for effective and efficient use of MRCS resources i.e. human, financial, assets, networks, partnerships, etc. and is in charge of the day to day management of the Centre

Competency KPIs:

Strategic-organizational

- Efficiently coordinate day-to-day operations, facilitate and implement the RFDMC implementation work plans, budget plans, technical studies, training and workshop schedules, etc. in a well-coordinated and harmonized manner;

Methods, technique

- Act as a sound chief technical advisor and office manager of the RFDMC and be an effective focal point for all RFDMC related information that goes beyond the individual RFDMC activities;
- Provide and coordinate sound technical inputs of MRC professional staff, consultants, national focal points and regional collaboration partners;
- Strengthen the network with other international river basin organizations and global links with relevant organizations and technological resource centres around the world;
- Continuously coach and transfer knowledge and skills to team members to build next leadership generation.

Personal-social factor

- Show profound leadership and managerial quality that focuses on good team work and effective delegation,
- Work to build trust and harmony within the team and with MRC at large.

Behaviour KPIs

- Be accountable to the MRC
- Be transparent in decision making
- Be cooperative and fair to all staff members
- Be punctual, professional and committed Head of the RFDMC
- Output-oriented, diplomatic and culturally sensitive
- Be ethical and follow closely MRC Oath of the Office.

Follow MRCS Rules and Procedures and encourages others staff to do so

4. SCOPE OF AUTHORITY

- Supervision requirements:** The position will provide technically and managerial guidance to staff working at the RFDMP and is to report to the Division Director. Supervision of consultants and quality control are requested.
- Level of autonomy:** Decision making follows defined procedures. The position is responsible for the proper spending of the Centre and make sure the Centre's accountability to MRCS.
- Level of problem solving required:** Problem solving skill is complex and the incumbent must display sensitivity, initiative and creativity d
- Level and type of communications required:** Communications are wide, within and outside the Centre and MRC, and require considerable oral and written skills with high English competency and fluency.

5. QUALIFICATION REQUIREMENTS

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| Certificate: | - University degree (Master or higher) in engineering, water resources, hydrology, hydro-meteorology or related discipline. A doctorate is desirable. |
| Additional Certificates: | - TOEIC certificate with 600 points and over is required. An equivalent internationally recognized certificate may also be considered. |
| Experience: | <ul style="list-style-type: none"> - Minimum 13-year experience in applied hydrology and water resources engineering; - Demonstrated ability to lead, manage and facilitate technical team members to work to achieve common objectives and goals to obtain concrete annual outputs and organizational budget; - Excellent knowledge and professional experiences in a broad range of water balance analysis and hydrological modelling or computer modelling techniques as applied to river-system simulation and flood forecasting, especially in the Mekong River Basin; and - Good knowledge in web-based hydrological data/information presentation and management, and GIS application for flood and drought |

6. COMPETENCIES

| Knowledge | Level (1-3) 1 = Required 2 = Desirable 3 = Optional |
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| Drought and Flood management, mitigation and forecasting | 1 |
| Applied information technology | 1 |
| Strategic Planning for drought and flood management | 1 |
| Disaster responsiveness in relation to severe drought and floods | 2 |
| Regional networks of government agencies, communities, CSOs, academic institutions, private sector agencies, etc. who are working on or doing research on flood and drought management, mitigation and forecasting | 2 |
| Mekong River Basin Hydrology | 2 |

| Skills | Level (1-3) 1 = Required 2 = Desirable 3 = Optional |
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| Excellent management, coordination, facilitation and delegation skills | 1 |
| Analysis and data processing skills | 1 |
| Excellent report writing skills | 1 |

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| Excellent monitoring and evaluation skills | 1 |
| Excellent command of spoken and written English | 1 |
| Communication skills | 1 |
| Result based management skills | 1 |
| Project planning and management skills | 2 |

| Attitudes | Level (1-3) 1 = Required 2 = Desirable 3 = Optional |
|---|---|
| Service oriented | 1 |
| Strong willingness and ability to work inter-disciplinarily | 1 |
| Technical Leadership and vision | 1 |
| Willingness to travel within and outside the region | 2 |

7. REMUNERATION

The remuneration package, subject to change, includes:

- **Remuneration:**
 - Annual net base salary exempts from tax by Lao authorities, starting at M-13 Step 1 with **US\$ 53,643** with a living cost of 5% of the base salary;
 - Non-residential staff members who are relocated to the duty station (Vientiane, Lao PDR or Phnom Penh, Cambodia) are granted with 7% on the post adjustment and 7% on hardship allowances annually, and a rental subsidy of USD500 monthly.
- **Benefits:**
 - The MRC's contribution to staff member's Provident Fund (pension fund) of 14% of base salary per annum;
 - Coverage of health insurance for staff and eligible dependents, and accident insurance (on a shared basis with the employee) for staff;
 - Other entitlements and benefits such as dependency allowance (USD40/dependent), annual leave (30 days per year), sick leave (30 days per year), special leave with pay, maternity and paternity leaves, education grant (75% of maximum USD12,000 per an eligible child for non-residential staff and 5% of the base salary for resident staff), annual health check (subject to budget availability), annual vaccination including Covid-19 vaccines, and more;
 - Non-resident staff members who are relocated to the duty station (Vientiane or Phnom Penh) are granted with a subsidized home leave, shipment of personal effects to and from the duty station up on joining and conclusion of service with the MRC Secretariat.

All MRC Secretariat staff members are subject to a six-month probationary period.

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

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

8. REMARKS

The Job Description is subject to revisions by the MRC.

9. INCUMBENT'S SIGNATURE: _____ (date)