



JOB DESCRIPTION

Job Title:	Personal Assistant to CEO
Division/Office:	Office of the CEO
Salary Level:	M-11
Date of Verification (If any):	January 2023

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.

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 job holder provides a full range of executive and administrative support to the CEO to ensure quality coordination of activities, high quality outputs and high level communication across the MRC Secretariat.

3. MAIN TASKS AND RESPONSIBILITIES

- Provide executive secretarial, administrative, logistic, and protocol support to the CEO or Officer-in-Charge (O-I-C) of the MRCS in the CEO's absence, including but not limited to meeting arrangements, travel arrangements, collating of speeches and briefing materials as well as supporting documentation for CEO on official trips and meetings in liaison with responsible staff and others;
- Act as focal person for the OCEO on matters related to the organisation. Disseminate information and changes regarding the administrative management of the organisation including staff notification regarding O-I-C arrangements in the absence of the CEO;
- Coordinate scheduling of Senior Staff Meetings and other management meetings; take minutes of these meetings and ensure timely distribution of these minutes to concerned staff and follow up on implementation of decisions;
- Prepare official correspondence from the CEO to MRC's Council and JC members, NMCs, diplomatic missions and other international organisations following appropriate protocols and MRC's rules of procedures, and provide copy-editing support to all other correspondence and reports as required;
- Manage the flow of outgoing correspondence (drafted by OCEO and other Divisions to be signed by CEO) presented to the OCEO for signature, ensuring grammatical accuracy, completeness, formatting and adherence to administrative procedures established in the MRCS administrative manuals and MRC's rules of procedures;
- Work closely with Chief Strategy & Partnership Officer, with Governance Officer in Administration Division and Stakeholder Engagement Specialist in Planning Division, to ensure external contact details are up-to-date and accurate at all times;
- Work closely with the Chief Strategy and partnership officer in ensuring effective and high-level internal communication from CEO to the organization;
- Undertake special projects requested by the CEO, including assisting in the organisation of international seminars/conferences when required;
- Provide copy-editing support as required;
- Perform other relevant tasks as required and assigned by the CEO.

4. SCOPE OF AUTHORITY

- a) **Supervision requirements:** None.
- b) **Level of autonomy:** Decision making follows defined procedures. The position does not administer a budget, yet has responsibility for ensuring the financial accountability of MRC.
- c) **Level of problem solving required:** Problem solving skill is expected and the incumbent must display sensitivity, initiative and creativity
- d) **Level and type of communications required:** Communications are wide, within and outside the organisation, and require considerable oral and written skills.

5. QUALIFICATION REQUIREMENTS

Certificate:	An advanced university degree in social or political sciences, law, public relations or public administration.
Additional Certificates:	<ul style="list-style-type: none"> • TOEIC certificate with 800 points and over is required. An equivalent internationally recognized certificate or a university degree from an internationally recognized

	academic institution whose instruction is in English may also be considered.
Experience:	<ul style="list-style-type: none"> • 7 years of experience in international cooperation, public and international relations, strategic communication, and diplomacy; • Experience in secretarial support or administrative work at senior management level in international organizations as well as protocol in organising major governance events is an asset; • Experience and knowledge in water resources development and management is an advantage.

6. COMPETENCIES

Required Core Competency	Level (1-3) 1 = Required 2 = Desirable 3 = Optional
Knowledge	
Thorough knowledge of or training in business, office, secretarial practices	1
Demonstrated diplomacy and knowledge of appropriate protocol	1
Excellent knowledge of written and spoken English	1
Water resources management and development	2
Knowledge of the social, economic, cultural and political structures of the Mekong Basin	2

Skills	
High level communication skills, both written and spoken	1
Interpersonal and cross-cultural communication	1
Political sensitivity	1
Diplomatic skills	1
Copy-editing	2
Use of web based information services	2
Time-/project- management	2
High proficiency in the use of personal computers. Typing speed of at least 60 wpm.	2

Attitudes	
Good sense of initiative and sound judgment	1
Ability to work with minimum supervision	1
Attention to details	1
Strong willingness and ability to work inter-disciplinarily	1
Willingness to travel within and outside the region	2
Relation, network building	2

7. REMUNERATION

The remuneration package, subject to change, includes:
<ul style="list-style-type: none"> • Remuneration:

- Annual net base salary exempts from tax by Lao authorities, starting at M-11 Step 1 with **US\$ 33,440** 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)