



JOB DESCRIPTION

Job Title:	Stakeholder Engagement Specialist
Division/Office:	Office of Chief Executive Officer
Salary Level:	M-12
Date of Verification (If any):	February 2025

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 for mutual benefits and people's well-being.

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

VISION for the Mekong River Basin

A Mekong River Basin that is economically prosperous, socially just, environmentally sound, and climate-resilient.

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 helps to promote and strengthen MRC's engagement with the Commission's stakeholder groups in the basin development planning and other processes in order to ensure participatory management of the Basin's water and related resources and raise the MRC's profile in the region. S/he coordinates all stakeholder engagement efforts throughout the organisation and provides with technical support in this aspect to all MRC's activities. S/he also contributes to the overarching objective of MRC's Gender Policy through facilitating equal and effective participation of women and men at stakeholder engagement related activities.

3. MAIN TASKS AND RESPONSIBILITIES

Under the management and direction of the Chief Strategic and Partnership Officer, the incumbent performs the following duties:

- Support and coordinate all stakeholder engagement efforts of the MRC, particularly in basin planning and management processes, to ensure that these processes are participatory and that stakeholder engagement activities are professionally executed and in line with the MRC's overall strategy;
- Conduct and support stakeholder analysis for all MRC's activities as necessary;
- Develop, update and implement the MRC strategy on stakeholder engagement/participation including a concept and work plan for the regional stakeholder platform in line with the Basin Development Strategy and MRC Strategic Plan in consultation with the Chief Strategy and Partnership Officer;
- Elaborate, monitor and implement protocol matters and arrangements at MRC stakeholder meetings, in cooperation with the Governance Officer;
- Prepare and coordinate stakeholder meetings such as preparing briefing notes/presentations, agendas and annotated agendas, compiling meeting documentation, preparing and coordinating correspondence, general oversight of the meetings back office; quality control of reproduction and distribution of documents, minutes and reports;
- Establish indicators of monitoring and evaluation and information tools such as the stakeholder database and the stakeholder meetings preparations guidelines, in cooperation with the M&E Specialist;
- Work with Communication Officers on public communication related activities for and during stakeholder meetings;
- Support the preparation and holding of international and regional conferences and forums organised by MRC;
- Support copy-editing of MRC's communication products related to technical issues for dissemination purposes, in close collaboration with the Communication Officers at Office of the Chief Executive Officer;
- Ensure that relevant knowledge and products developed by the MRC are available in a timely manner to relevant stakeholder groups;

- Work with all Divisions to obtain and promote technical work and results and disseminate to relevant stakeholders in collaboration with Communication Officers and the Chief Strategy and Partnership Officer;
- Perform other relevant tasks as required.

4. SCOPE OF AUTHORITY

a) **Supervision requirements:**

The position does not require any formal supervisory responsibilities. However, supervision of consultants and quality control may be required.

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 skills are expected, and the incumbent must display sensitivity, initiative and creativity.

d) **Level and type of communications required:**

Communications is wide, within and outside the organisation, and require considerable oral and written skills.

5. QUALIFICATION REQUIREMENTS

Certificate	<ul style="list-style-type: none"> • University degree (Master or higher) in communications/ public relations, social sciences, public administration or other related field
Additional certificates	<ul style="list-style-type: none"> • TOEIC certificate with 600 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"> • Minimum 10 years of experience in public participation processes, stakeholder engagement in national and international public organisations, preferably on natural resources management; • Experience in international coordination • Experience with engaging private sector and civil society in the planning process

6. COMPETENCIES

Knowledge	Level (1-3) 1 = Required; 2 = Desirable; 3 = Optional
Sound knowledge of the political and institutional environment for civil society/NGO involvement in Lower Mekong Basin countries	1
Sound knowledge of private sector engagement	1
Water conflicts prevention and solution	1
Good understanding of the social, economic and cultural conditions of the Mekong River Basin, including gender equality issues	2
Knowledge about public participation and communication in the field of river basin management, water resource management	2

Skills	Level (1-3) 1 = Required. 2 = Desirable. 3 = Optional
Good organizational, communication and facilitation skills	1
Excellent command of spoken and written English	1
Excellent reporting writing skills	1

Attitudes	Level (1-3) 1 = Required. 2 = Desirable. 3 = Optional
Ability to work and cooperate in an international environment	1
Neutrality and impartiality	1
Strong willingness and ability to work inter-disciplinarily	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 US\$ 42,920 (M-12, step I);
- Non-residential staff members who are relocated to the duty station (Vientiane, Lao PDR or Phnom Penh, Cambodia) are granted with a living cost (5% of the base salary), a post

adjustment (7% of the base salary) and a hardship allowances (7% of the base salary) 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/year), sick leave (30 days/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 7% of the base salary for resident staff), annual health check (subject to budget availability), annual vaccination, 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/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 maximum of six-year according to the 1995 Mekong Agreement and Procedural Rules.

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: _____