

๑๖ มิ.ย. ๒๕๖๖

ด่วนที่สุด

ที่ มท ๐๒๐๔.๓/ก ๕๓๑๒



สำนักงานจังหวัดร้อยเอ็ด	ศาลากลางจังหวัดร้อยเอ็ด
เลขที่ 3531	เลขรับที่ -09704
๑๖ มิ.ย. ๒๕๖๖	ลงวันที่ ๑๖ มิ.ย. ๒๕๖๖

กระทรวงมหาดไทย
ถนนอัษฎางค์ กทม. ๑๐๒๐๐

๑๕ มิถุนายน ๒๕๖๖

เรื่อง รับสมัครงานตำแหน่ง Personal Assistant to CEO และตำแหน่ง Communication Officer

๑) เรียน ผู้ว่าราชการจังหวัดทุกจังหวัด

สิ่งที่ส่งมาด้วย สำเนาหนังสือสำนักเลขาธิการคณะกรรมการแม่น้ำโขงแห่งชาติไทย ด่วนมาก
ที่ นร ๑๔๐๓ (TNMCS)/๓๐๗๗ ลงวันที่ ๖ มิถุนายน ๒๕๖๖

ด้วยกระทรวงมหาดไทยได้รับแจ้งจากสำนักเลขาธิการคณะกรรมการแม่น้ำโขงแห่งชาติไทยว่า
สำนักงานเลขาธิการคณะกรรมการแม่น้ำโขง (Mekong River Commission Secretariat: MRCS) มีความประสงค์
รับสมัครงาน ๒ ตำแหน่ง ดังต่อไปนี้ (๑) ตำแหน่ง Personal Assistant to CEO และ (๒) ตำแหน่ง Communication
Officer for Press ปฏิบัติงาน ณ MRCS นครหลวงเวียงจันทน์ สาธารณรัฐประชาธิปไตยประชาชนลาว
รายละเอียดปรากฏตาม QR Code ท้ายหนังสือฉบับนี้

กระทรวงมหาดไทยขอให้จังหวัดประชาสัมพันธ์ให้แก่ผู้ที่สนใจส่งเอกสารการสมัคร
ให้สำนักงานทรัพยากรน้ำแห่งชาติโดยตรง ทางไปรษณีย์อิเล็กทรอนิกส์ fad.onwr@gmail.com ภายในวันจันทร์ที่
๑๙ มิถุนายน ๒๕๖๖

จึงเรียนมาเพื่อพิจารณา

ขอแสดงความนับถือ

(นายพรพจน์ เทัญพาส)

รองปลัดกระทรวงมหาดไทย ปฏิบัติราชการแทน
ปลัดกระทรวงมหาดไทย

๒) เรียน ผู้ว่าราชการจังหวัดร้อยเอ็ด

- เห็นควรมอบหมายให้กลุ่มงานยุทธศาสตร์และข้อมูลฯ
ประชาสัมพันธ์ในเว็บไซต์ของจังหวัดร้อยเอ็ด

- เพื่อโปรดพิจารณา



สำนักงานปลัดกระทรวง
กองการต่างประเทศ
โทร./โทรสาร ๐ ๒๒๒๒ ๗๑๕๘

(นายพิชัยยา ตระทอง)
หัวหน้าสำนักงานจังหวัดร้อยเอ็ด

ผอ.กลุ่มงาน... ๑๖ มิ.ย. ๖๖
เจ้าหน้าที่... ๑๖ มิ.ย. ๖๖



Mekong River Commission For Sustainable Development

VACANCY (Re-announcement)

The Mekong River Commission (MRC) is the only inter-governmental agency that works directly with the governments of Cambodia, Lao PDR, Thailand and Viet Nam on their common specific interests, joint management of shared water resources, and sustainable development of the Mekong River.

As a regional facilitating and advisory body governed by water and environment ministers of the four countries, the MRC aims to ensure that (a) the Mekong water is managed and developed in the most efficient and sustainable manner that mutually benefits all Member Countries and (b) minimize harmful effects on people and the environment in the Lower Mekong River Basin.

Besides the competitive salary and benefit package, the MRC offers a challenging and rewarding international working environment where staff members have opportunities to be exposed to multi-dimensional development disciplines, interacting with regional and international colleagues and partners, as well as receiving capacity and professional development in regional and international meetings, forums and conferences. Many professionals have secured excellent employment positions after their service with the MRC.

The MRC Secretariat is now recruiting a highly qualified candidate for the positions of:

#	POSITION	DIVISION	POST LEVEL
1	Personal Assistant to CEO	Office of Chief Executive Officer	M-11
2	Communication Officer for Press	Office of Chief Executive Officer	M-11

Date posted: 31 May 2023

Closing date: 19 June 2023

Previous applicants DO NOT need to re-submit their applications.

The MRC is an equal opportunity employer. The organization welcomes applications from all qualified candidates. Women are especially encouraged to apply. Besides required qualifications, immediate availability will be considered as an advantage to the selection process. Interested applicants may find more information about each position through the Job Description, which is located at the bottom of this page. Due to the high number of applications that we receive, we regret that only short-listed candidates will be notified and invited for an interview.

Application Procedures:

The application, in a single PDF file, must include:

- a) Cover letter (not longer than 1.5 pages) that outlines clearly how the candidate meets the requirements of the position. The position title and Division must also be indicated.
- b) Detailed CV that must not be longer than five pages.
- c) Application Form by registering at the following:
 - [Application Form for Cambodian national](#)
 - [Application Form for Lao national](#)
 - [Application Form for Thai national](#)
 - [Application Form for Vietnamese national](#)

The candidate must send his/her application via e-mail to the National Mekong Committee Secretariat in the candidate's home country, not to the MRC Secretariat directly, using the contact below:

Cambodia National Mekong Committee

Address: No. 576, National Road No. 2, Sangkat Chak Angre Krom, Khan Mean Chey, Phnom Penh 12353, Cambodia
Tel. +855-23-216514 Fax. +855-23-218 506
E-mail: sinsamnang9@gmail.com
u_sophanna@yahoo.com

Lao National Mekong Committee

Address: Dongnaxok-Nongbeuk Road, Sikhottabong District, Vientiane, Lao PDR
Tel. +856-21-260983 Fax. +856-21-260984
E-mail: lnmcs.hr@gmail.com

Thai National Mekong Committee

Address: Office of the National Water Resources Juthamard Building, 89/168-170 Vibhavadi Rangsit Road, Bangkok 10210
Tel. +66-2-5541800 ext. 1392
Fax. +66-2-5219147
E-mail: fad.onwr@gmail.com

Viet Nam National Mekong Committee

Address: 23 Hang Tre, Ha Noi, Viet Nam
Tel. +84-24-39343565
Fax. +84-24-38256929
E-mail: vnmc.personnel@gmail.com



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: <ul style="list-style-type: none"> • 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;
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- 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)



JOB DESCRIPTION

Job Title:	Communication Officer (Press)
Division/Office:	Office of the CEO
Salary Level:	M-11
Date of Verification (If any):	21 March 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.

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MRC values

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

2. JOB SUMMARY/JOB STATEMENT

The job holder is to increase the ability of the MRC to effectively communicate and consult with key stakeholders and partners (general public, media, development partners, NGOs and others). S/he maintains good internal communication on key issues, and informs the external audiences, in particular through the media, to raise awareness about the activities of the MRC in the region and internationally. S/he supports the development of MRC policies and strategies

for international cooperation and public relations and ensures those policies and strategies are effectively implemented.

3. MAIN TASKS AND RESPONSIBILITIES

Under the management direction of the CEO and technical guidance of the Chief Strategy and Partnership Officer, the incumbent performs the following duties:

- Work primarily on press and media relations, responding to media queries, drafting press releases, preparing FAOs and press kits, organising press conferences, arranging media interviews with the senior management and experts, monitoring and analysing media trends and opportunities, and acting as spokesperson;
- Support public relations, assisting Communication Officer (Outreach) in responding to public queries, engaging with civil society, technical institutions and donors, organising outreach events for the public and engaging in public speaking;
- Formulate the organisation's communication strategy including crisis communication, develops annual work plans and implement communication campaigns in close consultation with the MRC's leadership and the Chief Strategy & Partnership officer, in order to foster the positive image of the organisation to win the public support;
- Provide communication support to the MRC's substantive organs, including the Council, the Joint Committee, and the Secretariat's divisions and teams, and closely work with the National Mekong Committees;
- Lead the in-house communication/media activities and the production of knowledge-based information materials for public dissemination;
- Draft texts for articles on MRC news and events, web and social media-contents and other public information materials such as brochures, infographics, and newsletters;
- Take photos and/or video footages on MRC activities for public information and archiving;
- Oversee the production of multimedia products, conceptualising storylines for audio-visual materials and supervising the work of photography and videography consultants;
- Closely work with Web/Graphic Designer to ensure the MRC websites, social media platforms and publications' graphics are well designed and user-friendly;
- Support fund-raising and public campaigns to secure funds for the organization;
- Lead the establishment of work relationships with the key stakeholders, including government agencies, media, NGOs, civil society, researchers and other interested members of the general public;
- Provide strategic communication advice to the senior management as well as the member countries;
- Lead the capacity building of the National Mekong Committees in communication work;
- Support all divisions in copy-editing of technical reports for communication purposes;
- Support the divisions in the preparation of communication products;
- Support M&E Specialist in the preparation of the Mid-year and Annual Report;
- Support the Chief strategy & partnership officer with communication with development partners and related tasks;
- Assist in proofreading and fact-checking the organization's online newsletters;

- Perform other relevant tasks as required.

4. SCOPE OF AUTHORITY

a) Supervision requirements: The position does not require any formal supervisory responsibilities.

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	<ul style="list-style-type: none"> • Master's degree in communications/ public relations/ journalism or other related field. In lieu of the Master's degree, a Bachelor's degree in combination with two additional years of qualifying professional experience may be accepted.
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"> • 7 years of practical working experience in communications, public relations, external relations, social sciences; • Work experience with international organisations and media relations;

6. COMPETENCIES

Required Core Competency	Level (1-3) 1 = Required 2 = Desirable 3 = Optional
Knowledge	
Public relations instruments and methods	1
Public communication in the field of river basin management, water resources management or sustainable development	1
Regional knowledge of the Mekong River Basin	2
Legislation of riparian countries on water and other relevant international conventions	3
Water resource management and development	3
Skills	
Excellent command of the English language	1
Excellent interpersonal and cross-cultural communication skills	1

Excellent spoken and written expression and presentation	1
Copy editing	1
Use of web-based information services	1
Dealing with printing and production of display materials	1
Social media	1
Photography and videography	2
Design and familiarity with commonly used design softwares	2
Information technology	3

Attitudes	
Neutrality and impartiality	1
Good sense of initiative and sound judgment	1
Relation-, network building	1
Creativity	1

7. REMUNERATION

The remuneration package, subject to change, includes:

- **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.

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