



# Mekong River Commission

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## Terms of Reference

- Functional Title:** Assistant to National Coordinator, funded by the MRCS
- Division:** Environment Management Division (ED)
- Duty Station:** Thai National Mekong Committee Secretariat, Office of the National Water Resources
- Reporting to:** National Coordinator at TNMC Secretariat
- Duration:** 1 year with possible extension
- Working Principle:** The Assistant to National Coordinator will be working under the overall supervision of the National Coordinator, TNMCS.

### **Duties and Responsibilities**

The specific duties of the Assistant to National Coordinator will be working as follows:

- Facilitate and coordinate ED arrangements at the national level such as meetings, workshops, needs assessment, training package development and delivery, travel, ToRs, contracts, etc.
- In being a Manager for specific ED activities, as assigned from case to case by the National Coordinator of TNMCS;
- In Coordinating and implementing the ED activities to ensure streamlined and transparent interfaces between components, other MRCS Divisions and with related national and regional institutions in his/her country;
- In conducting national client needs analysis and prepare projects based on the analysis;
- In management and reporting of funds provided from the MRC Secretariat for implementation of approved activities;
- Identify progressive risks and emerging issues hampering the progress of ED coordination and implementation including foreseen and/or actual deviations from the work plans, milestones and indicators, assess consequences, select and implement appropriate response measures in his/her country;
- Provide assistance to carry out activity-level review, quality monitoring and assessment
- Provide assistance to with relevant agencies and organizations in his/her country;
- Ensure that ED objectives, outputs and activities, work plan/schedule including milestones and indicators, management modalities, etc. are well understood by the NMC, the line agencies, working groups and concerned stakeholders;
- Contribute to ensure that ED working plan responsibilities, task assignments, schedules and outputs are well understood by the NMC, the line agencies;

- Facilitate and ensure timely access to acquisition of all national data and information needed for the ED activities;
- Coordinate and supervise the assistance of international and local consultants, recruited by the ED Management Team, in activities and tasks being carried out by the NMC ED Team (Gender focal points, national trainers, etc.) and the line agencies;
- Mobilize, coordinate and manage participation of line agencies experts and academic/training institutions in the ED activities;
- Liaise with line agencies, research institutes, projects and universities to coordinate activities, establish cooperation and facilitate data exchange;
- Communicate results of the ED to line agencies and stakeholders at National level;
- Other related duties assigned by National Coordinator.

#### **Working Principles and Reporting Line:**

- The assistant to national coordinator will report directly to the national coordinator of ED under the overall supervision of the head of TNMCS. Overall implementation will be guided by the team leader based at the MRCS

#### **Terms of Assignment:**

- The contract will be one year with possible extension renewable Services Agreement contract with the MRCS and will be based at the respective NMCS.
- The Position will be selected/ recruited at the national level then be nominated to the secretariat by the respective NMC following the MRC normal practices.

#### **Qualifications:**

- Male / Female Thai Nationality
- Bachelor in any disciplines or related fields of ED
- Working experience in related fields is preferred / some background in environment will be an advantage
- Good command of reading, writing, speaking and understanding English, TOEIC score of 550 (or equivalent) and over is preferred
- Good computer literacy especially in MS Office: Word, Excel, Power Point and Email
- Proficiency knowledge in information technology
- Strong communication and interpersonal skills at all levels and a good team player
- Ability to think analytically and problem solving skills