



JOB DESCRIPTION

Job Title:	Chief Environment Management Officer
Division/Office:	Environmental Management Division
Salary Level:	M-13
Date of Verification (If any):	May 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.

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 Lead Technical staff of the Division and supports the Director in overseeing the technical work of the Division and guiding the technical work of other specialists. Specifically, he/she is responsible for developing and implementing basin-wide environmental management strategy and cooperation mechanisms and promotes the sustainable use of the water and related resources in the LMB, in close consultation with the lead technical staff of the Planning Division.

He or she is responsible for promoting environmental policy for sustainable development of the LMB. The position supports the Director in leading the implementation of MRC's core river basin management functions related to environmental monitoring (CRBMF 1), environmental analysis and assessment (CRBMF 2) and environmental management planning support (CRBMF 3).

3. MAIN TASKS AND RESPONSIBILITIES

Under the direction of the Division Director, the incumbent performs the following duties:

- Lead activities related to environmental management including the development of a strategy for basin-wide environmental management, as well as transboundary environmental impact assessment (TbEIA) guidelines in close collaboration with the Planning Division;
- Lead activities related to watershed management, including reviewing information and tools for watershed management, supporting sustainable management of watershed in LMB, and mapping regulatory framework for planning and decision-making on watershed development in close collaboration with the Planning Division;
- Provide lead technical support to the Director in the preparation of the State of Basin Report, including a web-based interactive version, and prepare relevant sections related to the environment and coordinate and technically quality assure other inputs by other divisions in line with the MRC Indicator Framework;
- Lead the maintenance, review and update of the MRC Indicator Framework, especially the environmental dimensions, in close cooperation with the Planning and Technical Support Divisions;
- Lead and conduct assessment of environment impacts of major water use projects, positive and potentially negative, including for PNPCA process;
- Promote and provide technical support to the implementation of environmental management cooperation mechanisms and tools in Member Countries and beyond in the Mekong region with a focus on regional and transboundary cooperation, in line with the objectives of the 1995 Mekong Agreement;
- Assist in strengthening capacity, awareness and knowledge of Member Countries on environmental management at all levels;
- Contribute to the development of the BDS, MASAP and other basin-wide sector strategies and relevant technical guidelines from environment management perspective;
- Coordinate and support the work of the MRC's regional technical/expert group related to environmental management (if applicable), and contribute to the work of other regional groups as required;
- Ensure that relevant knowledge and products developed by the MRC are available at the national level to assist decision-making processes;
- Contribute to and support the implementation of the MRC Procedures, especially from the environmental planning and management aspect of the Procedures;
- Coordinate with all divisions and their relevant Specialists in the undertaking of the assessments of risks and impacts of decisions on water resources management and development in the basin;
- Advise and monitor the eco- and environmentally friendly practices of MRC as an organisation, including its management, operations, meetings, trainings, etc.
- Prepare and submit M&E forms and contribute to the Mid-year and Annual Report;
- Ensure results-based framework are reflected in the division's technical implementation;
- Ensure gender aspects are integrated and mainstreamed into the implementation of the Division's technical work and activities;

- Perform other relevant tasks as required.

4. SCOPE OF AUTHORITY

- Supervision requirements:** The position does not require any formal supervisory responsibilities. However, supervision of consultants and quality control may be required. The position technically guides the work of specialists and officers in the division.
- 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.
- Level of problem solving required:** Problem solving skill is expected and the incumbent must display sensitivity, initiative and creativity
- 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:	University degree (Master or higher) in environmental science, environmental management, natural resources management, or other relevant fields. A doctorate is desirable.
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 13 years of experience in environmental management, including technical leadership role • Extensive experience in Environmental Impact Assessment • Experience in management of complex projects • Experience in watershed management • Experience in bilateral, international relations • Extensive experience in social and economic development relating to water and environment would be an advantage

6. COMPETENCIES

7. Knowledge	Level (1-3) 1 = Required 2 = Desirable 3 = Optional
Environmental impact assessment	1
Environmental planning and management approach and methodology	1
Water resources management	1
Conflict management	2
Regional knowledge of the Mekong River Basin	2

Skills	Level (1-3) 1 = Required 2 = Desirable 3 = Optional
Excellent command of spoken and written English	1
Excellent report writing skills	1
Communication	1
Reasoning & negotiation skills	1
Analysis and data processing	1
Presentation	2
Project planning and management	2

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

8. 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.

9. REMARKS

The Job Description is subject to revisions by the MRC.

9. INCUMBENT'S SIGNATURE: _____ (date)