

## PERSONAL HISTORY Application Form

Please answer each question clearly and completely.

<b>1. Family name:</b>		<b>Given names:</b>		<b>Title:</b> Dr. / Mr. / Ms.		<b>2. Sex:</b> M <input type="checkbox"/> F <input type="checkbox"/>	
<b>3. Date of Birth:</b> (dd/mm/yy)		<b>4. Place of birth:</b>		<b>5. Nationality(ies) at birth:</b>		<b>Current nationality(ies) and / or country of permanent residence:</b>	
<b>6. Permanent Address:</b>				<b>Current Address (if different):</b>		<b>E-mail:</b>	
Tel:				Tel:		Daytime tel:	
						Fax:	
7. Do you have any dependents? Y <input type="checkbox"/> N <input type="checkbox"/> If yes, please provide details:							
<b>Name:</b>		<b>Age:</b>		<b>Relationship to you:</b>			
8. What is your preferred field of work?							
9. Knowledge of LANGUAGES: What is your mother tongue?							
Please indicate the level of your knowledge of other languages. 1= fluent, 2=good working knowledge, 3=fair, 4=basic							
<b>Other Languages:</b>		<b>Reading</b>		<b>Writing</b>		<b>Speaking</b>	
						<b>Understanding</b>	

**10. EDUCATION:**

Pleas give exact titles of degrees in original language. Please do not translate or equate to other degrees.

**a) UNIVERSITY or equivalent**

Name of university, place, country	Attended from/to		Degrees and academic distinctions obtained	Main course of study
	Mo/Yr	Mo/Yr		

**b) OTHER TRAINING including professional qualifications of specialised training (e.g. Certified Public Accountant, Bar Admission etc.) and part-time study.**

Name of school, place, country	Attended from/to		Certificates, Diplomas or other qualifications obtained	Main course of study
	Mo/Yr	Mo/Yr		

**11. Membership in professional societies and activities in civic, public or international affairs:**

**12. List any significant publications you have written (Please do not attach)**

**13. EMPLOYMENT RECORD.** Starting with your present job, list in reverse order the jobs you have had (do not go back more than 10 years). Use a separate block for each post. If you need more space, please attach additional pages of the same size. Give both gross and net salaries per annum for your last or present post.

**A. Present post (or last post if not currently in employment)**

From Mo/Yr	To Mo/Yr	Salaries per annum		Title of your post:
		Starting	Final	
Name of employer:				Type of business:
Address of employer:				No. and type of employees supervised by you:
				Reason for leaving:

**Description of your duties**

**B. Previous posts (in reverse order)**

From Mo/Yr	To Mo/Yr	Salaries per annum		Title of your post:
		Starting	Final	
Name of employer:			Type of business:	
Address of employer:			No. and type of employees supervised by you:	Reason for leaving:

**Description of your duties**

From Mo/Yr	To Mo/Yr	Title of your post:
Address of employer:		No. and type of employees supervised by you:
		Reason for leaving:

**Description of your duties**


14. Do you have any objections to our making inquiries with your current or most recent employer? Y  N

15. REFEREES: Please give details of three people, not related to you, who are familiar with your character and qualifications and whom the MRC may contact at any time. Do not repeat the names of supervisors given in section 13.

Full Name & Occupation	Full Address	E-mail and telephone contact

16. State any other relevant facts, including international experience, which may support your application.

17. Are you physically able and willing to travel?

Y  N  By Air? Y  N

Do you have any disabilities, which might limit your prospective field of work? (The Secretariat is fully accessible).

Y  N  If yes, please provide details:

18. I certify that the statements made by me in this application form are true, complete and correct to the best of my knowledge and belief. Permission is given to the MRC to make such investigations as are necessary on the information provided. I understand that any misrepresentation or material omission made herein or in any other document requested by the MRC can render a staff member liable to termination of service or dismissal.

Date:

Signature:

Please attach CV.



# Mekong River Commission

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Ban Sithane Neua, Sikhottabong District, Vientiane 01000, Lao PDR  
Telephone: (856-21) 263 263. Facsimile: (856-21) 263 264

## TERMS OF REFERENCE

*Approved by the MRC Council for the Term of 2019-2021*

<b>Job title:</b>	<b>Chief Executive Officer</b> of the Mekong River Commission Secretariat
<b>Level of post:</b>	<b>M-15</b> (Riparian Professional)
<b>Location:</b>	MRC Secretariat, Vientiane, Lao PDR
<b>Duration:</b>	One term of three years from January 2019 to December 2021
<b>Nationality:</b>	<b>Cambodian</b>
<b>Reporting to:</b>	MRC Joint Committee

### 1. THE MEKONG RIVER COMMISSION AND MRC SECRETARIAT

The **Mekong River Commission (MRC)** was established by the *1995 Mekong Agreement on Co-operation for the Sustainable Development of the Mekong River Basin (1995 Mekong Agreement)*, between the governments of Cambodia, Lao PDR, Thailand and Viet Nam. The role of the MRC is to co-ordinate and promote co-operation in all fields of sustainable development, utilisation, management and conservation of the water and related resources of the Mekong River Basin.

**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 benefits and the 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 (MRC JC) and to the MRC Council to achieve the MRC's mission.

The MRC Secretariat consists of four Divisions i.e. Technical Support Division, under which, is the Regional Flood Management and Mitigation Centre; Environment Management Division; Planning Division and Administration Division. Besides, it has the Office of the CEO who supports the work on strategic planning, monitoring and evaluation, partnership development and communication. Each Division is led by a Director, appointed by each Member Country (MC) who will provide managerial and technical lead in related work areas, at the same time to manage technical team/s to implement the Annual Work Plans and related operational routines and functions. The Secretariat manages a pool of around 60 MRCS staff including riparian professionals, general-support staff, and a number of international, regional and national

consultants who work to implement different activities and tasks as planned in the Annual Work Plans, and the MRC Strategic Plans.

The MRC Secretariat Office is in Vientiane Capital, Lao PDR and works under the privileges and immunities granted by the Government of Lao PDR, and the Royal Government of Cambodia where the Regional Flood Management and Mitigation Centre is located.

## 2. JOB SUMMARY

The Chief Executive Officer (CEO) leads the MRC Secretariat to become a world class, financially secure, professional, international organisation, serving MCs to achieve the Basin Vision. S/he ensures that the organisation actively works for the implementation of the MRC Mission through all its Strategic Plans, Annual Work Plans and activities. The CEO is to:

1. **Provide high standard services** to the MRC JC and the MRC Council as stipulated in the Article 30 of the Mekong Agreement;
2. **Lead** the Secretariat to be financially secure, professional and international organization serving the MCs to achieve the Basin Vision;
3. **Manage** effectively and efficiently the Secretariat's resources (human, financial, technology and knowledge) to implement successfully the Annual Work Plans, and to achieve the Strategic Plans' Outcomes, including the effective and efficient management of the Regional Flood Management and Mitigation Centre.

The CEO is the strategic, structured, result-oriented, and neutral leader responsible for inspiring the MRC Secretariat and other stakeholders to work together to achieve the Vision for the Mekong River Basin.

The CEO shall be an innovative and global thinker who can nurture current partnerships while identifying and establishing new collaborations, capitalizing on unrealized opportunities and translating an ambitious vision into realistic strategies through a diversely funded operation. S/he shall have the foresight and ability to adopt MRC structure, facilities and organizational culture to accommodate required changes and growth.

## 3. DUTIES AND RESPONSIBILITIES

### Overall responsibilities:

- 3.1 Direct the MRC Secretariat's activities that are required to support the implementation of the 1995 Mekong Agreement, and other related Rules and Procedures in force, and ensure timely implementation of the tasks assigned by the MRC JC and the MRC Council.
- 3.2 Inspire the MRC Secretariat and related Stakeholders to work together to achieve the Basin Vision.
- 3.3 Maintain and improve contacts with Development Partners to sustain and strengthen MRC's technical and fundraising activities.
- 3.4 Ensure that the MRC Secretariat staff, National Mekong Committees (NMCs), and relevant line/implementing agencies/ministries understand and are working towards effective implementation to achieve the Basin Vision.
- 3.5 Promote and strengthen co-operation among MRC MCs in sustainable management and development of water and related resources for the Countries' mutual benefits and the people's well-being by providing scientific information and policy advice, and implementing strategic programmes and activities in accordance with the 1995 Mekong Agreement.
- 3.6 Develop MRC Secretariat, under guidance of MRC JC, to become an efficient, well organized, enthusiastic, organizational culture that encourages efficiency, innovation, professionalism and creativity.
- 3.7 Ensure that MRC presents a corporate identity that is consistent with its Vision and Mission.
- 3.8 Adhere to the MRC Secretariat's Rules of Procedures (ROPs).
- 3.9 Being a change leader to improve better performance of the organization.

3.10 Strengthen relationships between MRC and Dialogue Partners, China and Myanmar.

**Specific responsibilities:**

- 3.11 Act on behalf of the MRC on the resources mobilization and matters recommended by the MRC JC and approved and delegated by the MRC Council.
- 3.12 Advise the MRC JC, and the MRC Council through the MRC JC, overseeing regular information exchange and open communication, involving strengthened MRC Secretariat links with the Joint Committee for communication with Riparian Government's officials.
- 3.13 By the authorization of the MRC JC or MRC Council, act as a designated agent or representative of the Mekong River Commission to sign related agreements.
- 3.14 Foster effective working relationships with representatives of the MRC MCs' governments and with representatives of other national, international, regional organizations and major stakeholders relevant to the interests of the MRC MCs.
- 3.15 Liaise with Development Partners and potential Development Partners to develop and strengthen partnerships that lead to the provision of financial and technical resources needed for the implementation of the Strategic Plan and establish and maintain strategic alliances which contribute to the effective operation of the MRC.
- 3.16 Reduce operating costs through initiatives to improve the efficiency of the MRC Secretariat and ensure that MRC Secretariat's operating costs are met.
- 3.17 Co-ordinate development initiatives in the Mekong River Basin.
- 3.18 Oversee and facilitate resource mobilization and co-ordination, with full accountability for funds channelled through the MRC Secretariat.
- 3.19 Ensure that services provided by the MRC Secretariat to the National Mekong Committees, the MRC JC, the MRC Council and Development Partners are undertaken in a professional, transparent, timely, effective and efficient way.
- 3.20 Ensure the overall effective management and internal cohesion of the MRC Secretariat.
- 3.21 Ensure effective implementation of the decentralization process of the MRC Secretariat to increase the ownership and sustainability of the MRC.
- 3.22 Suggest an organizational structure that is best suited to the responsibilities of the MRC Secretariat, oversee structural reforms to make MRC Secretariat an effective organization. This organisational structure should be guided by the MRC JC and MRC Council.
- 3.23 Restructure internal policies such as in the areas of finance, procurement, recruitment, human resource development and capacity building in line with the Strategic Plan, in order to ensure greater efficiency, effectiveness, transparency and accountability.
- 3.24 Encourage recruitment and staff development practices that will maximize the capacity, sustainability and efficiency of the MRC Secretariat under guidance of MRC JC.
- 3.25 Formulate and implement a clear internal and external information policy including Internet/e-mail policies and procedures, in line with the MRC Communication Strategy.
- 3.26 Formulate and implement clear communication systems for enhanced co-ordination between the MRC Secretariat and the National Mekong Committees, in line with the MRC Communication Strategy.
- 3.27 Actively pursue the implementation of the Strategic Plan of the MRC by driving and promoting it both internally and externally to a co-operative results-based development focus.
- 3.28 Maintain and improve the MRC's strategic planning cycle process.
- 3.29 Ensure that the MRC Secretariat meets requirements for planning, implementation, and co-ordination so that the objectives of the MRC can be achieved according to best practices.
- 3.30 Commit to ethical work practices and employment equity.
- 3.31 Commit to fair and equitable application of MRC rules and principles.
- 3.32 Promote the understanding and application of the MRC Code of Conduct and Fraud-prevention and Anti-Corruption Mechanism among MRC Secretariat staff and related partners.

#### 4. OUTPUTS TO BE PRODUCED

- 4.1 Annual Work Plans including budget plans and updated reports on the progress and evolution of the Strategic Plan.
- 4.2 Annual and mid-term Reports, including updated progress reports on the key MRC activities and MRC Secretariat' performance submitted to the MRC JC in a timely manner and with high quality.
- 4.3 Clear and updated policies, directions, and decisions regarding human resources management and development, financial systems, information, and communication.
- 4.4 Updates to MRC JC, MRC Budget Committee, Development Partners and other related stakeholders, as appropriate, on the implementation of MRC Strategic Plans, Annual Work Plans and Budget Plans.
- 4.5 Agendas, notices and necessary documentation for sessions of the MRC JC and MRC Council pursuant to their respective Rules of Procedures and specific instructions.
- 4.6 Ways and means for progressive and effective implementation of the 1995 Mekong Agreement and related Procedures.
- 4.7 Implementation and follow-up of the Strategic Plan including promotion and support of coordinated, sustainable development; enhancement of effective regional cooperation, strengthening basin-wide environmental monitoring and impact assessment; strengthening the IWRM capacity and knowledge base.
- 4.8 Efficient implementation of MRC activity's coordination mechanisms including effective monitoring and evaluation tools.
- 4.9 Facilitate effective and appropriate execution of the decentralization process of the MRC Secretariat ensuring it is managed effectively, balancing thoroughly the indispensable roles of the MRC Secretariat and the MCs in monitoring, managing, and maintain the state-of-the-arts systems and equipment centrally and locally, and the increased efforts in human resource management and development and capacity building of national staff and of the MRC Secretariat.
- 4.10 Sufficient operational budget for the SP and AWP's implementation.
- 4.11 Equitable distribution of riparian professional staff as per Article 33 of the 1995 Mekong Agreement.
- 4.12 Sound policy advices for decision making and innovative decision-making platforms for the implementation of IWRM strategies and action plans.

#### 5. SUPERVISION AND PERFORMANCE EVALUATION

- 5.1 The CEO is an employee of the Mekong River Commission, appointed by the MRC Council, chosen from a short-list of qualified candidates prepared by the MRC JC. The CEO shall function and undertake her/his duties, responsibilities in accordance with the 1995 Mekong Agreement and relevant rules stipulated in the Rules of Procedures of the Council, of the JC and of the MRC Secretariat.
- 5.2 The CEO shall undergo on an annual basis a performance evaluation process carried out by the MRC JC and the outcome of which will be submitted by the MRC JC to the MRC Council.
- 5.3 The CEO shall report to the JC and Development Partners for the operation of the MRC Secretariat and be accountable for the satisfaction of the agreed major performance indicators of the MRC Secretariat.
- 5.4 The CEO shall submit her/his semi-annual plan of activities to be approved by the MRCJC.

#### 6. COMPETENCE REQUIREMENTS

- 6.1 **Core Values:** Integrity, professionalism, mutual-respect, result-oriented, transparency, accountability, fairness, good attitude toward MRCs Stakeholders, and respect for diversity.
- 6.2 **Core Competencies:** Open communication, teamwork, planning and organising, accountability, creativity, client orientation, commitment to continuous learning, and technological awareness.
- 6.3 **Managerial Competencies:** Vision, strategic and structured leadership, empowering others, building trust, managing performance, and judgement/decision-making.



## 7. POST-SPECIFIC QUALIFICATIONS

- 7.1 At least master degree in one or more of the following areas: Management, Development, Public Administration Management, Water and/or Natural Resources Management, Economic, Socio-economics.
- 7.2 At least 10 years working experience as the leader or Senior Management of an International Development, inter-government or Non-Profit organizations, or public sectors,
- 7.3 Fluency in all aspects of the English language is essential. Working knowledge of more than one riparian languages is an advantage.
- 7.4 Outstanding achievement in policy development and implementation at chief or senior executive level, and proven record of high-level management, preferably of an international organization, ideally related to water or natural resources management.
- 7.5 Experience in restructuring or improving the efficiency of the organization including institutional arrangement; financial, human resources management and development, information technology strategies and system.
- 7.6 Demonstrated elevated level skills in managing similar size and complex organization, and capacity for the development of solutions to complex problems.
- 7.7 Experience in international development co-operation and resource mobilization strategy development and co-ordination. High-level experience in dealing with regional and extra-regional governments and institutions and in negotiating with development partners.
- 7.8 Profound understanding of the development needs, aspirations and vision of each riparian member country, experience in the Mekong River Basin and familiarity with regional development issues would be an advantage.
- 7.9 Profound understanding of the objectives and provisions of the 1995 Mekong Agreement, co-operation mechanism, areas of development activities and institutional framework.
- 7.10 Outstanding strategic, structured and result-oriented leadership, management, organizational, communication, interpersonal, cross-cultural and negotiating skills.
- 7.11 Executive experience in development of organization management systems such as institutional arrangement, financial systems, information technology strategies and systems, and human resource management systems.

*Remark: This Terms of Reference may be revised/modified by the Joint Committee with the Council's approval.*

## 8. SIGNATURES

Chairperson of the JC: \_\_\_\_\_ (date)

Incumbent: \_\_\_\_\_ (date)