



## บันทึกข้อความ

ส่วนราชการ สำนักงานเลขาธิการกรม ส่วนบริหารทรัพยากรบุคคล โทร. ๐ ๒๒๗๑ ๖๐๐๐ ต่อ ๖๖๒๒

ที่ ทส ๐๖๐๑.๒/ ๑.๗๗๗

วันที่ ๗ ตุลาคม ๒๕๖๗

เรื่อง ประกาศรับสมัครบุคลากรเพื่อเข้าร่วมโครงการฝึกอบรมเพื่อเสริมสร้างศักยภาพบุคลากรของประเทศ  
สมาชิกกลุ่มน้ำโขง พ.ศ. ๒๕๖๘

เรียน อธิบดีกรมทรัพยากรน้ำ รองอธิบดีกรมทรัพยากรน้ำ หัวหน้ากลุ่มงานจริยธรรม หัวหน้าผู้ตรวจราชการกรม  
ผู้อำนวยการกอง ผู้อำนวยการศูนย์ ผู้อำนวยการกลุ่ม ผู้อำนวยการสำนักงานทรัพยากรน้ำที่ ๑ - ๑๑  
และผู้อำนวยการส่วนในสำนักงานเลขาธิการกรม

ด้วยสำนักงานปลัดกระทรวงทรัพยากรธรรมชาติและสิ่งแวดล้อม มีหนังสือ ด่วนที่สุด ที่ ทส ๐๒๓๔.๒/ว ๓๔๔๒ ลงวันที่ ๒๒ ตุลาคม ๒๕๖๗ นำส่งสำเนาหนังสือสำนักงานทรัพยากรน้ำแห่งชาติ ด่วนที่สุด ที่ นร ๑๔๐๓ (TNMCS)/ว ๑๑๗๑๖ ลงวันที่ ๑๙ ตุลาคม ๒๕๖๗ เรื่อง ประกาศรับสมัครบุคลากรเพื่อเข้าร่วมโครงการฝึกอบรมเพื่อเสริมสร้างศักยภาพบุคลากรของประเทศสมาชิกกลุ่มน้ำโขง พ.ศ. ๒๕๖๘ ทั้งนี้ สามารถส่งเอกสารการสมัครไปยังสำนักงานทรัพยากรแห่งชาติทางไปรษณีย์อิเล็กทรอนิกส์ fad.onwr@gmail.com ภายในวันศุกร์ที่ ๑๕ พฤศจิกายน ๒๕๖๗ หรือดูรายละเอียดเพิ่มเติมได้ที่เว็บไซต์กรมทรัพยากรน้ำ www.dwr.go.th หัวข้อ อบรมสัมมนา

จึงเรียนมาเพื่อโปรดทราบ และแจ้งให้เจ้าหน้าที่ในสังกัดทราบโดยทั่วกัน

(นายกิตติ จันทรส่อง)  
เลขาธิการกรม

สำนักงานรองอธิบดี ๑  
เลขที่รับ ๓๗๐๙  
วันที่ 24 ต.ค. 2567  
เวลา 11.32 น.



กรมทรัพยากรน้ำ  
(ภายนอก)  
รับที่ 006334  
วันที่ ๒๔ ต.ค. ๒๕๖๗  
เวลา ๑๐-๓๐

**ด่วนที่สุด**  
ที่ ทส ๐๒๓๔.๒/ว ๓๕๕๒

ถึง กรมทุกกรม  
สำนักงานนโยบายและแผนทรัพยากรธรรมชาติและสิ่งแวดล้อม  
หน่วยงานรัฐวิสาหกิจและองค์การมหาชนทุกหน่วยงาน

ส่วนบริหารทรัพยากรบุคคล  
เลขที่รับ 6510  
วันที่ ๒๔ ต.ค. ๒๕๖๗  
เวลา ๑๙.๐๘

สำนักงานปลัดกระทรวงทรัพยากรธรรมชาติและสิ่งแวดล้อม ขอส่งสำเนาหนังสือ  
สำนักงานทรัพยากรน้ำแห่งชาติ ด่วนที่สุด ที่ นร ๑๔๐๓ (TNMCS)/ว๑๑๗๑๖ ลงวันที่ ๑๙ ตุลาคม ๒๕๖๗  
เรื่อง ประกาศรับสมัครบุคลากรเพื่อเข้าร่วมโครงการฝึกอบรมเพื่อเสริมสร้างศักยภาพบุคลากรของประเทศ  
สมาชิกกลุ่มน้ำโขง พ.ศ. ๒๕๖๘ ทั้งนี้ สามารถส่งเอกสารการสมัครไปยังสำนักงานทรัพยากรน้ำแห่งชาติ  
ทางไปรษณีย์อิเล็กทรอนิกส์ fad.onwr@gmail.com ภายในวันศุกร์ที่ ๑๕ พฤศจิกายน ๒๕๖๗  
รายละเอียดตามเอกสารแนบ

จึงเรียนมาเพื่อโปรดพิจารณาและประชาสัมพันธ์บุคลากรในสังกัดทราบต่อไป

สำนักงานปลัดกระทรวงทรัพยากรธรรมชาติและสิ่งแวดล้อม



- เรียน ☐ ผอ.สสจ. ☒ ผอ.สพท. ☐ ผอ.สพท.  
☐ ผอ.สชอ. ☐ ผอ.สพด. ☐ ผอ.สอช.  
☐ ผอ.สปล. ☐ ผอ.สวน.  
☐ เพื่อทราบ ☐ ถือปฏิบัติ  
☒ พิจารณาดำเนินการ ☐ เวียน  
☐ อื่นๆ.....

(นายกิตติ จันทรวงศ์)  
เลขาธิการกรม  
๒๔ ต.ค. ๒๕๖๗

เรียน สนท.  
เพื่อพิจารณา

(นายธีระคุณ บุญสิทธิ์)  
รองอธิบดี รักษาการแทน  
อธิบดีกรมทรัพยากรน้ำ  
25 ต.ค. 2567

สถาบันการพัฒนาทรัพยากรธรรมชาติและสิ่งแวดล้อมอย่างยั่งยืน

ส่วนแผนและประเมินผล

โทร. ๐ ๒๒๖๕ ๖๓๔๔

ไปรษณีย์อิเล็กทรอนิกส์ planhr.hrdi@gmail.com

- เรียน ☐ ผ.บริหาร ☐ ผ.สรรหา ☐ ผ.ทะเบียน  
☒ ผ.พัฒนา ☐ ผ.โครงสร้าง ☐ ผ.สวัสดิการ  
☐ เวียน ☐ เพื่อทราบ ☒ ดำเนินการ  
☐ อื่นๆ.....

"NO Gift Policy ทส. โปร่งใสและเป็นธรรม"

(นายณพพร พิงทรัพย์)

ผู้อำนวยการส่วนบริหารทรัพยากรบุคคล  
๒๔ ต.ค. ๒๕๖๗

เรื่องกลับ กสน  
วันที่ 28 ต.ค. ๖๗  
เวลา ๑.3๐

☒ ส่ง ผอ.สสจ. ☐ ส่ง ผอ.สพท.  
☒ ส่ง ผอ.สชอ. ☐ ส่ง ผอ.สพด.  
☒ ส่ง ผอ.สปล. ☐ ส่ง ผอ.สวน.

นายกิตติ จันทรวงศ์  
๒๕/๑๐/๒๕๖๗



# ด่วนที่สุด

ที่ นร ๑๔๐๓ (TNMCS)/ว๑๑๗๑๖



สำนักงานปลัดกระทรวง  
ทรัพยากรธรรมชาติและสิ่งแวดล้อม  
เลขรับ 26092  
วันที่ ๒๑.๑๑.๒๕๖๗  
เวลา ๑๖.๑๔ น.

สำนักเลขาธิการคณะกรรมการแม่น้ำโขงแห่งชาติไทย  
สำนักงานทรัพยากรน้ำแห่งชาติ  
๘๙/๑๖๘-๑๗๐ ถนนวิภาวดีรังสิต  
เขตหลักสี่ กรุงเทพฯ ๑๐๒๑๐

รอง ผ.ท.ทส. (นางชฎาณันท์ ภักดิ์จิตต์)
เลขที่ ๑๔๐๓
วันที่ ๒๑.๑๑.๒๕๖๗
เวลา ๑๖.๑๔

๑๙ ตุลาคม ๒๕๖๗

เรื่อง ประกาศรับสมัครบุคลากรเพื่อเข้าร่วมโครงการฝึกอบรมเพื่อเสริมสร้างศักยภาพบุคลากรของประเทศ  
สมาชิกกลุ่มน้ำโขง พ.ศ. ๒๕๖๘

เรียน ปลัดกระทรวงทรัพยากรธรรมชาติและสิ่งแวดล้อม

สิ่งที่ส่งมาด้วย ข้อกำหนดโครงการ (Term of Reference: TOR) และแบบฟอร์มสมัคร จำนวน ๑ ชุด

ด้วยสำนักงานเลขาธิการคณะกรรมการแม่น้ำโขง (Mekong River Commission Secretariat: MRCS) แจ้งการรับสมัครบุคลากรเพื่อเข้าร่วมโครงการฝึกอบรม จำนวน ๓ ตำแหน่ง ได้แก่ ๑) Junior Riparian Professional (JRP) ๒) Associate Modeller (AM) และ ๓) Associate Flood and Drought Forecaster (AFDF) ประจำปี พ.ศ. ๒๕๖๘ ซึ่งเป็นโครงการฝึกอบรมรูปแบบการฝึกปฏิบัติงานจริงตั้งแต่เดือนมกราคม ถึงเดือนธันวาคม ๒๕๖๗ รวมระยะเวลา ๑๒ เดือน โดยมีวัตถุประสงค์เพื่อเสริมสร้างศักยภาพบุคลากรของประเทศสมาชิกกลุ่มน้ำโขงที่ปฏิบัติงานในตำแหน่งดังกล่าว ซึ่งจะมีการคัดเลือกและสัมภาษณ์ผู้สมัครที่มีคุณสมบัติตรงตามข้อกำหนดโครงการ (TOR) ตำแหน่งละ ๑ ราย ทั้งนี้ MRCS จะเป็นผู้สนับสนุนค่าใช้จ่ายที่เกี่ยวข้อง ได้แก่ ค่าตอบแทนรายเดือน ค่าที่พัก ค่าประกันสุขภาพ และอุบัติเหตุ และค่าฝึกอบรมต่าง ๆ ของ MRC รายละเอียดสิ่งที่ส่งมาด้วยปรากฏตาม QR Code แนบท้าย

ในการนี้ สำนักงานทรัพยากรน้ำแห่งชาติ (สทนช.) ในฐานะสำนักเลขาธิการคณะกรรมการแม่น้ำโขงแห่งชาติไทย ซึ่งทำหน้าที่เป็นหน่วยประสานงานกลางภายใต้กรอบความร่วมมือแม่น้ำโขง จึงขอความอนุเคราะห์หน่วยงานของท่านโปรดประชาสัมพันธ์เชิญชวนผู้สนใจ และมีคุณสมบัติตรงตามที่กำหนดดำเนินการสมัครตามขั้นตอน ดังนี้ ๑) กรอกแบบฟอร์มสมัคร MRC Personal History Form หรือ JRP Application Form Final B10 (สำหรับผู้สมัครตำแหน่ง JRP) ๒) ส่ง Cover letter โดยระบุตำแหน่งที่สมัคร Curriculum Vitae รูปถ่าย ๖ นิ้ว ๒ นิ้ว วุฒิการศึกษา ผลคะแนนสอบภาษาอังกฤษ เช่น TOEIC, TOEFL, IELTS หรือหลักฐานอื่นๆ ที่เกี่ยวข้อง และ ๓) ส่ง JRP's On-the-Job Training Project Proposal (สำหรับผู้สมัครตำแหน่ง JRP) มายัง สทนช. ทางไปรษณีย์อิเล็กทรอนิกส์ fad.onwr@gmail.com ภายในวันศุกร์ที่ ๑๕ พฤศจิกายน ๒๕๖๗ เพื่อดำเนินการต่อไป

เรียน สทนช.

จึงเรียนมาเพื่อโปรดพิจารณาให้ความอนุเคราะห์ จะขอบคุณยิ่ง

- ☒ เพื่อพิจารณาดำเนินการ
- ☐ เพื่อทราบ
- ☐ เพื่อตรวจสอบเสนอ
- ☐

ขอแสดงความนับถือ

(นายสุรสิทธิ์ กิตติมณฑล)

เลขาธิการสำนักงานทรัพยากรน้ำแห่งชาติ

(นางชฎาณันท์ ภักดิ์จิตต์)

รองปลัดกระทรวงทรัพยากรธรรมชาติและสิ่งแวดล้อม

ปฏิบัติราชการแทนปลัดกระทรวงทรัพยากรธรรมชาติและสิ่งแวดล้อม

กองการต่างประเทศ

โทรศัพท์ ๐ ๒๕๕๕ ๑๘๐๐ ต่อ ๑๓๙๒ / โทรสาร ๐ ๒๕๒๑ ๙๑๔๗

QR Code สิ่งที่ส่งมาด้วย





## **Mekong River Commission**

**For Sustainable Development**

### **DRAFT TERMS OF REFERENCE**

#### **1. CONSULTANCY SUMMARY**

<b>Title</b>	Associate Modeller (one from each MRC Member Country)
<b>Consultancy/Staff Type</b>	Special Agreement (SA)
<b>Division</b>	Technical Support Division (TD), Vientiane
<b>Duration</b>	1 year, from 1 January to 31 December 2025 with possibility for extension
<b>Duty Station</b>	MRCS Office in Vientiane
<b>Reporting to</b>	The incumbent will be working under the overall supervision of the Director of the Technical Support Division (TD) and Chief Hydrologist and under the direct supervision of the Modellers

#### **2. INTRODUCTION AND BACKGROUND**

The Mekong River Commission (MRC), established by the 1995 Agreement on Cooperation for the Sustainable Development of the Mekong River Basin, coordinates efforts between Cambodia, Lao PDR, Thailand, and Viet Nam for the sustainable management of water resources. The MRC Secretariat (MRCS) provides technical and administrative support to achieve this mission.

The Modelling Team (MT), under the MRCS Technical Support Division (TD), leads modelling activities and offers technical assistance for water resource analysis. The Decision Support Framework (DSF), developed by the MT, enables member countries to assess water resource development proposals.

Since 1998, the MT has been instrumental in supporting MRCS divisions and, since 2000, has applied the DSF system as part of the World-Bank-funded Water Utilization Programme. The DSF includes hydrological and hydraulic models to guide basin-wide water studies.

Under the Proactive Regional Planning (PRP), the DSF is being upgraded into a web-based, multi-user platform, incorporating new datasets (e.g., satellite data) and tools for operational flow and sediment management. This upgrade will enhance integration with national Decision Support Systems (DSS) and strengthen data sharing among countries, improving trust and collaboration.

To support this, the MRC's Technical Support Division seeks an associate modeler from each basin country to assist with the upgraded DSF and related MT activities.

#### **3. OBJECTIVES OF THE ASSIGNMENT**

The associate modeller will assist the modelling team in carrying out tasks under modeling activities. They will get acquainted with the upgrading, and modernization of upgraded MRC DSF through self-study, training courses, on-the-job training and case study.



After this assignment with the MRCS, the associate modeller will have the capability to support water resources planning and management activities with the upgraded DSF (or with a national DSS) in their countries.

#### **4. DELIVERABLES**

The associate modeller will prepare a short monthly progress report outlining the nature of activities undertaken, main findings, issues arising (if any), recommendations (if any), and a workplan for the next months.

In addition, the associate modeler will prepare technical notes and PPTs on their on-the-job activities and case studies in which they apply the knowledge and skills obtained in training courses and self-studies.

#### **5. SCOPE OF WORK**

The associate modeler will conduct the following activities:

- **Provide technical assistance** to the ongoing data and information collections and compilation for the modelling activities and upgraded DSF including Hydro-meteorological, spatial dataset, and operational dataset, etc.;
- **Technically support ongoing activities** of the modelling team related to modelling activities and the upgraded DSF, the testing all elements of upgraded DSF, and the use of the upgraded DSF for proactive regional planning;
- **Conduct technical review relevant documents** as appropriate or requested, such as reports relevant to the PRP project, particularly for the upgraded DSF, and other reports relevant to the key modeling tools used in upgraded DSF platform such as MIKE modeling suites, HEC-RAS, Source (eWater), etc.;
- **Participate in technical trainings in both in-house and out-campus training** including training courses related to the upgrading and use of DSF components, models, databases, interfaces, tools and methods;
- **Participate in on-the job-trainings and implement case studies** to apply the knowledge and skills obtained in the technical trainings;
- **Build capacity in written and presentation skills** related to progress reports and technical notes on on-the-job training and case studies;
- Technically support other tasks as assigned by MT and TD under either Director or Chief Hydrologist and other key staffs.

#### **6. ITINERARY**

The assignment will be implemented at the MRCS Office in Vientiane and may require sporadic trips in the region.

#### **7. WORKING ARRANGEMENTS**

The associate modeller will be working under the overall supervision of the Director of TD and Chief Hydrologist and under the direct supervision of the Modellers.

#### **8. PAYMENT MODALITY**

The payment will be made on a monthly basis (with acceptable reporting quality).

#### **9. INTELLECTUAL PROPERTY RIGHTS**

Intellectual property rights - IPR: Information, data, database, knowledge resources in the forms of briefings, reports, proceedings, articles, essays, etc. issued by and for the MRCS will be the MRCS property.

Any utility, announcement and disclosure that is without MRCS highest levels of authority' permission is considered illegal and will be charged by relevant local and international legal procedures.

#### **10. DECLARATION OF NON-FRAUDELENCE AND PROTECTION OF PERSONAL DATA**

The associate modeler shall adhere to the MRC's relevant rules and regulations on personal data protection, business exclusion, fraud prevention and anti-corruption principles, and shall be under strict disciplinary measures should any violation occur.

#### **11. QUALIFICATIONS AND REQUIREMENTS**

- Bachelor's Degree or higher in the field of hydrology, water resources, or relevant engineering field;
- Preferably at least 5 years of professional experience in water resources modelling, hydrological analysis, GIS, impact assessment, remote sensing, programming skills (Python or R), web applications or another relevant area;
- Excellent computer skills and passionate to grow professionally in the development, use and management of DSS's;
- Demonstrated ability to work in an international environment with good communication and teamwork skills, and with a good command of spoken and written English;
- Knowledge of the MRC, including its DSF and knowledge base.

#### **12. SIGNATURE BLOCK**

**MRCS:**

Full Name: Tran Minh Khoi

Title: Director of TD

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Associate Modeller:**

Full Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_





## Mekong River Commission For Sustainable Development

### TERMS OF REFERENCE

#### 1. CONSULTANCY SUMMARY

<b>Title</b>	<b>Associate Flood and Drought Forecaster</b>
<b>Consultancy/Staff Type</b>	<b>Special Agreement (SA)</b>
<b>Division</b>	Technical Support Division
<b>Duration</b>	12 months (January to December 2025)
<b>Duty Station</b>	MRC Regional Flood and Drought Management Centre (RFDMC), Phnom Penh, Cambodia
<b>Reporting to</b>	Technical Support Division Director and Head of RFDMC through the assigned co-supervisors
<b>Expected Deliverables</b>	(1) Weekly and monthly drought monitoring and forecasting products. (2) Daily, weekly update technical bulletin and report on floods, drought and medium- long- range assessment. (3) Support daily routine work on floods and drought activities.

#### 2. INTRODUCTION AND BACKGROUND

The Mekong River Commission (MRC), established by the 1995 Agreement on Cooperation for the Sustainable Development of the Mekong River Basin, coordinates efforts between Cambodia, Lao PDR, Thailand, and Viet Nam for the sustainable management of water resources. The MRC provides technical and administrative support to achieve this mission.

The MRC Technical Support Division (TD) manages MRC projects and provides technical support in areas such as hydrology, modeling, database management, GIS, and flood/drought monitoring. TD teams specialize in regional issues affecting the Mekong River Basin, complementing national and trans-boundary initiatives. The Regional Flood and Drought Management Centre (RFDMC) is the core part of Technical Support Division. RFDMC performs routine tasks including daily, weekly, and monthly floods and drought monitoring, forecasting, and provide information for early warning services including state emergencies to four Member Countries for flood and drought management and preparedness.

To support this, the MRC's Technical Support Division seeks an Associate Flood and Drought Forecaster (AFDF) from each Member Country to assist with the routine tasks and related activities.

#### 3. OBJECTIVES OF THE ASSIGNMENT

The Associate Flood and Drought Forecaster(s) will assist the technical team in carrying out tasks under routine activities..

He/she will get acquainted with daily operation of both floods and drought monitoring, forecasting, and information services works through self-study, training courses, on-the-job training and case study.

After this assignment with the MRC, the Associate Flood and Drought Forecaster(s) will have the capability to support activities related to floods and drought monitoring, forecasting in their countries.

#### 4. EXPECTED RESULTS

- Update technical bulletin both of floods, flash flood and drought.
- Daily/Weekly short-term river flood forecasting and monitoring for 2025 based on FEWS (URBS-ISIS-Regression);
- Operate the South East Asia Flash Flood Guidance System (SEAFFGS) and practice on daily on SEAFFGS for 2025; and
- Weekly and monthly drought assessment and forecast for 2025 using the Standardized Precipitation Index (SPI), the Standardized Runoff Index (SRI), the Soil moisture Anomaly (SMA)/the Soil Moisture Deficit Index (SMDI), and the Combined Drought Index (CDI).
- Operate the medium and long term of flood and drought forecasting tool.

#### 5. DELIVERABLES AND CONCRETE TIMELINES

Deliverables and Expected Quality	Number of Days	Deadline
Daily/Weekly river flood monitoring and forecasting for 2025, using FEWS (URBS-ISIS-Regression)		Routine work: from Jan-Dec 2025
Daily operating South East Asia Flash Flood Guidance System (SEAFFGS) for 2025. Support the Seasonal Flash Flood Situation Report 2024 Analysis of the		Routine work: Daily from June - September 2025  Apr-May
Weekly and monthly drought assessment and forecast for 2025: <ul style="list-style-type: none"> <li>• SPI</li> <li>• SRI</li> <li>• SMA/SMDI</li> <li>• CDI</li> </ul>		Routine work: weekly monthly from Mar-May, Sept-Dec 2025
Technical bulletin and report on floods and drought assessment/Learn about the new developed tool for floods and drought forecasting system.		31 Dec 2025
Weekly/monthly bulletin on medium and long term of flood and drought forecasting		Routine work: from Jan-Dec 2025
<b>Total Number of Days</b>	<b>12 Months</b>	Jan- Dec 2025

#### 6. REQUIRED TASKS AND RESPONSIBILITIES

Under overall supervision of the TD and Regional Flood and Drought Management Center (RFDMC) of the MRCS and direct supervision of the Experts/Specialists, the Associate Flood and Drought Forecaster will carry out the following tasks:

##### Main tasks:

- a. Prepare daily and weekly rainfall data from HYMET and satellite data using GMP-BICO for river flood and monitoring precessing;
- b. Process weekly and monthly river flood monitoring and forecasting as per advices by co-supervisor;
- c. Prepare forecast data inputs including real-time precipitation and radar for flash flood processing;
- d. Process weekly flash flood forecasting as per advices by co-supervisor;



- e. Assist/prepare drought indicator indices including SPI, SRI, SMA/SMDI, and CDI;
- f. Prepare daily precipitation and soil moisture data as inputs for the models as per advices by co-supervisor;
- g. Perform weekly and monthly drought index calculations for monitoring and forecasting; and
- h. Assist and prepare technical bulletin and report on flood and drought assessment.
- i. Assist and prepare weekly/monthly bulletin on medium and long term of flood and drought forecasting forecasting as per advices by co-supervisor;
- j. Other tasks as assigned by TD and RFDMC.

## 7. PAYMENT MODALITY

The payment will be made on a monthly basis (with acceptable reporting quality).

## 8. INTELLECTUAL PROPERTY RIGHTS

Intellectual property rights - IPR: Information, data, database, knowledge resources in the forms of briefings, reports, proceedings, articles, essays, etc. issued by and for the MRCS will be the MRCS property. Any utility, announcement and disclosure that are without MRCS highest levels of authority' permission is considered illegal and will be charged by relevant local and international legal procedures.

## 9. WORKING ARRANGEMENT

<b>Reporting Line:</b>	<ul style="list-style-type: none"> <li>• Technical Support Division Director</li> <li>• Head of the Regional Flood and Drought Management Centre (RFDMC) is direct supervisor for technical and management issues</li> </ul>
<b>Communication Line: Workstation:</b>	<ul style="list-style-type: none"> <li>• The AFDFs will communicate with and report directly to his/her co-supervisors and to Head RFDMC for verification of the products and compliance with TOR.</li> <li>• Close guidance will be given by the TD Director, Head RFDMC and Co-supervisors.</li> </ul>

## 10. QUALIFICATIONS AND REQUIREMENTS *(select as appropriate)*

- Bachelor's Degree or higher degree(s) in water resources engineering, hydrology, meteorology, environmental science, or relevant discipline.
- Preferably at least three (3) years of experience of working in river basin and water resources planning and management, hydrology, or related field.
- Extensive experience in water resources management, flood or drought assessment and forecasting is an advantage.
- Knowledge and experience with river monitoring, modelling, GIS and remote sensing is an asset.
- Experience and skill on using dashboard, infographic, excel spreadsheet and statistical analysis.
- Experience on develop web portal, information system and services.
- Experience in the Mekong River Basin, preferably working with or for the Mekong River Commission.
- Excellent computer skills are preferable; Good command of spoken and written English and good presentation and reporting skills; and
- Demonstrated ability to work in an international environment, communication skills and teamwork.

**11. SIGNATURE BLOCK**

**MRCS:**

Full Name: Tran Minh Khoi

Title: Director of TD

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Associate Flood and Drought Forecaster:**

Full Name:

Signature: \_\_\_\_\_

Date: \_\_\_\_\_





## **Mekong River Commission** **For Sustainable Development**

### **TERMS OF REFERENCE**

#### **I. LEARNING/TRAINING AGREEMENT:**

<b>Title:</b>	Junior Riparian Professional (JRP)
<b>Consultancy/staff type:</b>	MRC Secretariat Staff under Special Agreement
<b>Division:</b>	MRC Secretariat's related Division
<b>Duration:</b>	From 1 <sup>st</sup> January 2025 – 31 <sup>st</sup> December 2025
<b>Duty Station:</b>	MRC Secretariat Office, Vientiane, Lao DPR or the Regional Flood and Drought Management Centre under the Technical Division which is in Phnom Penh, Cambodia.
<b>Reporting:</b>	MRC Secretariat's Assigned Advisor
<b>Expected Deliverables:</b>	Written Learning Report ( <i>Form JRP-02</i> ), together with the PowerPoint presentation of: <ol style="list-style-type: none"><li>1. Individual contributions and achievements to the specific MRC's products (<i>policy paper, technical report, chapters, etc.</i>).</li><li>2. Key learning result from the on-the-job learning (expertise and knowledge taken/improved from this training program).</li><li>3. Promising contributions to the Organizations in home countries.</li></ol> and submitted it to the MRC Secretariat prior to departure to home country at the end of the on-the-job training period.

#### **II. INTRODUCTION AND BACKGROUND**

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. In accordance with this Agreement, the **Mission** of MRC is: "To promote and coordinate sustainable management and development of water and related resources for the countries' mutual benefit and the people's well-being by implementing strategic programmes and activities and providing scientific information and policy advice."

Utilizing the current resources of the MRC Secretariat (MRCS) to strengthen capacity for young professionals from the Lower Mekong Basin in areas related to IWRM is one of the key strategic approaches of the MRC to build future work force or leadership, at the same time, to build further understanding emerging IWRM issues such as sustainable hydropower, climate change resilience and adaptation, sustainable basin planning and management, etc. This is also a strategic approach to transfer knowledge and skills in IWRM to the MCs. Hundreds of JRPs had been

trained by the MRCS, with some of them then work for MRC Secretariat, at the NMCs, or returned to their organizations, either being promoted, or obtaining further tasks related to their work, or higher education to further enrich their careers in IWRM or related disciplines. The majority of whom are still serving their governments and regional organizations in the areas of Mekong development and cooperation. The MRC continues to invest in this important and valuable human resource development program.

The JRP nominated by the National Mekong Committees (NMCs) and are selected by the MRCS for on-the-job capacity development while contributing to the work of the MRC, which is hand-on, practical and on-the-job with specific assignments. The on-the-job training period is a maximum of 6 to 12-months period.

On-the-job training can range from IWRM disciplines, Climate Change, Stakeholder engagement, modelling, data analysis and management, Sustainable basin planning, Strategic Planning, Project cycle management, policy analysis, financial management, human resource management and development, gender equality in IWRM, together with other soft skills such as leadership and management, negotiation, moderation.

The JRPs will receive a certification from the MRC for the period of their capacity development and contribution to MRC.

The JRPs will have a Special Agreement to work at the MRC Secretariat, following the terms and conditions of this contract type.

### **III. OBJECTIVES OF THE JPR PROGRAM**

- To continue building capacity of young professionals working in related government agencies and members of river basin organizations in MRC member countries (MCs) in the field of integrated water resource management, organizational development of river basin organizations, climate change adaptation, sustainable hydropower development, water policy analysis, etc.
- To maximize the use of knowledge and skills resources available at the MRCS and to transfer them to the MCs through training young Riparian Professionals.
- To expand the understanding and promotion of the work of the MRCS to a wider system beyond the MRC.

### **IV. DELIVERABLES AND CONCRETE TIMELINES:**

<b>Deliverables and Expected Quality</b>	<b>To be Delivered by</b>
Concrete capacity development and contribution plan with specific and realistic objective/s, and deliverables, which are attainable and measurable in the on-the-job learning period. The plan needs approval from the responsible Director or Chief Officer.	First 5 days of the first week



Specific inputs/contributions / deliverables directly related to MRC activities	
Learning results/product available with a presentation of learning and achievements.	On the 5 <sup>th</sup> month or the 11 <sup>th</sup> month, depending on the on-the-job training period.
Final written learning product available ( <i>technical report, policy paper, briefing notes, etc.</i> )	Second week of the 6 <sup>th</sup> month or the 12 <sup>th</sup> month, depending on the on-the-job training period.
Exit clearance procedures (Handover of products, Learning Report ( <i>Form JRP-02</i> ), assigned assets, etc.)	2 days prior to departure.

#### **V. REQUIRED TASKS AND RESPONSIBILITIES:**

- Together with assigned supervisor to develop smart learning objectives and action plans for contribution to MRC work.
- Work together with assigned staff to implement the learning project, bearing in mind the learning by doing/on-the-job training principles of the learning process.
- Work to create, develop, complete assigned tasks, and produce committed reports and product.
- Prepare PPT regarding the learning product, and present to related staff for inputs.
- Take part in training, field trips, workshops, as available and assigned by related Division/s.
- Fully cooperate with assigned supervisor and other colleagues to maximize the acquisition of knowledge and skills at the Secretariat.
- Perform related tasks as assigned by the director and/or chief.
- Comply to all MRCS applied rules and regulations.

#### **VI. INTELLECTUAL PROPERTY RIGHTS:**

Intellectual property rights (IPR): Information, data, database, knowledge resources in the forms of briefings, reports, proceedings, articles, essays, etc. issued by and for the MRCS will be the MRCS property. Any utility, announcement and disclosure that is without MRCS highest levels of authority' permission is considered illegal and will be charged by relevant local and international legal procedures.

#### **VII. WORKING ARRANGEMENT:**

Reporting line: Division Director/Chief Officer  
Communication line: Assigned MRCS Advisor/s  
Workstation: MRC Secretariat Office in Vientiane Lao PDR or the RFDMC in Phnom Penh, Cambodia

#### **VIII. QUALIFICATIONS AND REQUIREMENTS:**

- All participants require a bachelor's degree in IWRM, social sciences, development studies, or management field regarding project management, financial and human resources management.

- At least 2 years of practical experience in project, financial and human resources operation or management, or integrated water resource management, development sector, and related fields.
- Only nationals of Cambodia, Lao PDR, Thailand and Viet Nam as well as China and Myanmar are eligible to the program. Age of 35 years old or below.
- Very good command of English skills (reading, writing, speaking, listening and understanding) is essential as the training activities as well as the on-the-job training and working scheme will be conducted in English.
- Clear learning and contribution objectives, that are relevant to the MRCS' field of work and operations.
- Commit to learn and to contribute to the completion of assigned work at the MRCS and has the attitude of learning by doing.
- Competent in using MS Office software: Microsoft Word, Excel, PowerPoint. Knowledge of other software used in the area of water work is a plus.
- Good interpersonal and communication skills – the ability to work independently as well as team spirit and active participation at the training activities is desirable.
- Culturally sensitive and gender cautious.
- Comply with all MRCS staffing regulations and rules.

#### **IX. FINANCIAL SUPPORT**

According to the agreed MRC policy.

#### **X. SIGNATURE BLOCK**

Watt Botkosal

\_\_\_\_\_  
AD Director 's Full Name

\_\_\_\_\_  
AD Director's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
JRP's Full Name

\_\_\_\_\_  
JRP's Signature

\_\_\_\_\_  
Date



**NATIONAL MEKONG COMMITTEE ADDRESS**

**Cambodia National Mekong Committee**  
364, Monivong Blvd, Sangkat Phsar  
Deumthkov, Khan Chamkarmon, Phnom  
Penh, Cambodia

Tel. (855-23) 23 216 514,

Fax. (855-23) 23 218 506

E-mail: ou\_sophanna@cnmc.gov.kh

**Lao National Mekong Committee**  
Prime Minister's Office, Vientiane,  
Lao PDR

Tel. (856-21) 260 981-3

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E-mail: lnmc@lnmc.gov.la

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10210

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Fax. +66-2-5219147

E-mail: fad.onwr@gmail.com

**Viet Nam National Mekong  
Committee**

23 Hang Tre, Ha Noi, Viet Nam

Tel. (84-4) 825 4785

Fax. (84-4) 825 6929

E-mail:

vnmcc.personnel@gmail.com

**JUNIOR RIPARIAN PROFESSIONAL PROJECT  
Application Form**

Please type your answers in each question clearly and completely then return the application to the Secretariat via your country's National Mekong Committee by mail, fax or e-mail at the address above.

**IMPORTANT:** It is advised that the candidate should prepare a description of the on-the-job training project (OJTP) and submit along with this application form. The guidelines for the JRP's OJTP is attached in Annex 1 of this application form.

1. Family name:	Given name(s):	2. Gender: M <input type="checkbox"/> F <input type="checkbox"/>
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3. Date of Birth: (dd/mm/yy)	4. Place of birth:	5. Nationality at birth:	Current nationality and/or country of permanent residence:
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6. Permanent Address:	Current Address (if different):	Contact information: E-mail: Tel: Fax: Mobile:
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7. Do you have any dependents? Y ☐ N ☐ If yes, please provide details:

Name:	Age	Relationship to you:

8. What is your preferred field of work? (Please indicate your preferred MRC work programme during the on-the-job training and indicate 3 options of your interested programmes:

- 1:  
2:  
3:

9. What is your preferred career in the future?

**10. Knowledge of LANGUAGES:**

Mother tongue: \_\_\_\_\_

Please indicate the level of your knowledge of other languages. 1= fluent, 2=good working knowledge, 3=fair, 4=basic

Other Languages:	Reading	Writing	Speaking	Understanding

**11. EDUCATION: a) UNIVERSITY or equivalent***Please give exact titles of degrees*

Name of university, place, country	Attended from/to		Degrees obtained	Main field of study
	mm/y	mm/y		

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

Name of Institute, Country	Attended from/to		Certificates, diplomas or other qualifications	Main field of study
	mm/y	mm/y		

12. Membership of professional societies and activities in civic, public or international affairs:

13. List any significant publications you have written: *(Please DO NOT attach)*14. EMPLOYMENT RECORD. *Starting with your present job, list in reverse order the jobs you have had (do not go back more than ten years). Use a separate block for each post.***A. Present post (or last post if not currently in employment)**

From(mm/yy)	To(mm/yy)	Title of your post:	
		Type of business:	
Name of employer:			
		No. and type of employees supervised by you:	Reason for leaving:



Address of employer:			
Description of your current organisation profile (name, mission, target clients, etc.):			
Description of your duties			
<b>B. Previous posts (in reverse order)</b>			
From(mm/yy)	To(mm/yy)	Title of your post:	
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>C. Previous posts (cont.)</b>			
From (mm/yy)	To (mm/yy)	Title of your post:	
Name of employer		Type of business:	

Address of employer:	No. and type of employees supervised by you:	Reason for leaving:
Description of your duties		
<p>15. Why do you want to join the JRP Project? What will be your contribution to the MRC? <i>(Please limit your response to the space provided).</i></p>		
<p>16. What is your preferred area of knowledge and skills on Integrated Water Resources Management (IWRM) you want to gain at MRC?</p>		
<p>17. What additional IWRM knowledge and skills you would like to obtain and why?</p>		
<p>18. What would you prefer if you have additional English training?</p>		
<p>19. If the living condition is not as what you expect (which might be not comfortable as you are having), would you be ready for it?</p>		
<p>20. Do you have any objections to our making inquiries with your current or most recent employer?</p> <p>Y <input type="checkbox"/> N <input type="checkbox"/></p>		

**Confidential**

# Mekong River Commission

For Sustainable Development

Photo

## MRC PERSONNEL HISTORY FORM

<b>Family Name:</b> _____		<b>Given Names:</b> _____		<b>Title: Dr./Mr./Ms.</b> _____	<b>Gender:</b> M <input type="checkbox"/> F <input type="checkbox"/>
<b>Date of Birth:</b> (dd/mm/yy)	<b>Place of Birth:</b> _____		<b>Current Nationality(ies):</b> _____		<b>Country of Permanent Residence:</b> _____
<b>Permanent Address:</b> (registered address)  Telephone: _____			<b>Current Address:</b> (usual address where family is regularly residing):  Telephone: _____		<b>E-mail:</b> <b>Telephone:</b> <b>Mobile:</b>
<b>Marital Status:</b> <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Divorced <input type="checkbox"/> Widowed <input type="checkbox"/> N/A					
<b>Family Members:</b> (Spouse and legal children)					
<b>Full Name</b>	<b>Date of Birth</b>	<b>Nationality</b>	<b>Occupation/Position and Name of Organisation or Company</b>		<b>Relationship</b>
<b>Name of person to be notified in case of emergency.</b> Please provide complete contact address/telephone numbers. Full Name: Relationship: Telephone Number: Address:					
<b>Do you have any objection to our inquiries to your current or most recent employer?</b> Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please provide below information: Name: Position: Contact number/email address:					
<b>MRC employment history:</b> Have you ever been an employee of MRCS; or hired by MRCS as a consultant, temporary staff, contractual, or others; or NMCS? If yes, please indicate type of employments, positions, periods, and remuneration rates.					
<b>Position</b>	<b>Division/OC</b>	<b>Years/Months of Service</b>	<b>Completion Date (month/year)</b>		



**Referees:** Please give details of three people, who are familiar with your working experience, working style, qualifications, attitude, and etc, and whom the MRC may contact at any time, preferable your direct supervisors or co-workers:

Full Name/Position/Relationship	Full Address	E-mail and Telephone Contacts

**Availability:** If you were selected for the position applied, how soon will you be available to start works after the notification?

Yes ☐ No ☐

**Are you physically able and willing to travel?**

By Car: Yes ☐ No ☐ By Air: Yes ☐ No ☐

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 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.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Remark:** You will be requested to supply documentation/evidence which supports your statements above-mentioned if you are offered the position.

21. 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.*

Full Name and occupation	Address	Contact information
Name: Position:		Tel. Fax. e-mail:
Name: Position:		Tel. Fax. e-mail:
Name: Position:		Tel. Fax. e-mail:

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

23. 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? (Note: The Secretariat itself is fully accessible).

Y ☐ N ☐

If yes, please provide details:

24. 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: