



# Mekong River Commission

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## JOB DESCRIPTION

*Updated: April 2010*

**Title:** Procurement & Contract Officer  
**Division:** Finance & Administration Section (FAS)  
**Level of post:** M-11 (Riparian professional staff)<sup>i</sup>  
**Location:** Vientiane, Lao PDR (with possible relocation to Phnom Penh, Cambodia)  
**Duration:** One-year renewable contract  
**Reporting to:** Chief, Finance and Administration Section

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

The Mekong River Commission (MRC) was established by the 1995 Mekong Agreement between the governments of Cambodia, Laos, Thailand and Vietnam. 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.

The mission of the 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.

The MRC Secretariat is the operational arm of the MRC. It provides technical and administrative services to the JC and the Council to achieve the MRC's mission.

### 2. FINANCE AND ADMINISTRATION SECTION

To provide the secretariat and operational programmes with modern and highly efficient financial, administrative, logistical, facilities management, information technology and communication support. The section is also responsible for interacting effectively on such matters with the National Mekong Committees, riparian national agencies, international agencies and development partners.

### 3. JOB SUMMARY

Under the direct supervision of the Chief, Finance and Administration, the incumbent is responsible for the procurement of MRC goods, services and works. The incumbent is responsible for undertaking procurement procedures, drafting of the resulting contracts and ensures that deliveries, payments, execution of bank guarantees and other financial contract instruments are done according to the contract modalities.

### 4. KEY TASKS

The incumbent will perform the following tasks:

- Conduct bidding for purchasing of works, goods and services in accordance with MRCS procurement procedures including but not limited to preparation and review of requests for proposals, process specifications, public advertisements and assistance to proposal evaluations;
- Establish and administer contracts for purchase of works, goods and services. Develop and maintain standard contracts and bidding documents suitable for MRC;
- Liaise with Programme Officers/Managers to establish a quarterly or yearly procurement plan to ensure the organization's requirements are met and the work of the Procurement Unit is properly organized;

- Maintain a database of trade information on quality and price of available products and services. Introduce the relevant contract information into MRC's Financial management System (Solomon);
- Negotiate with suppliers to ensure that competitive prices, credit terms and discounts are offered and arrange delivery schedules;
- Review and certify payment of invoices related to procurement activities;
- Supervise day-to-day activities of the procurement assistant including but not limited to overseeing shipment of personal effects of staff and custom clearance arrangement, official licenses requisition, purchase order, etc;
- Prepare specific procurement related reports when required by MRCS' management or MRC's Development Partners. Provides the information as required by MRC's auditors;
- Performs other related duties as may be assigned by the Chief, Finance & Administration.

## 5) SCOPE OF AUTHORITY

- Supervision requirements:** The incumbent supervises 1 Procurement Assistant. S/he is responsible for the outputs, on-the-job training, and performance appraisal of the Procurement Assistant.
- Level of autonomy:** Decisions are recommendatory and must be in line with MRC's procedure.
- Level of problem solving required:** Problems range from routine to complex, but solutions fall within the guidelines of the MRC Administrative Manual.
- Level and type of communications required:** Communications are broad, both within and outside of the organisation. Some written communications are required.

## 6. COMPETENCE REQUIREMENTS

**Core Values:** Integrity, Professionalism and Respect for Diversity

**Core Competencies:** Communication, Teamwork, Planning & Organising, Accountability, Creativity, Client Orientation, Commitment to Continuous Learning, and Technological Awareness.

**Managerial Competencies:** Vision, Leadership, Empowering Others, Building Trust, Managing Performance, and Judgement/Decision-making

## 7. POST-SPECIFIC QUALIFICATIONS

- A University degree in one or more of the following disciplines; business administration, management or business law. A Masters degree is desirable;
- Knowledge of Procurement rules and regulations of UN/ World Bank or any other multilateral / bilateral organization is an advantage;
- A minimum of five years progressive experience in procurement related position and experience of contract preparation preferably in an international/regional development co-operation context;
- Experience in freight forwarding, shipping and custom clearance is an advantage;
- Good negotiation and communication skills;
- Experience in contacting in-bound and out-bound suppliers;
- Ability to work in multi-cultural environment;
- Fluency in English both written and spoken and knowledge of one riparian language is required.

Signed: \_\_\_\_\_ Chief, FAS

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

Signed: \_\_\_\_\_ Employee

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

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<sup>i</sup> **Brief information on remuneration**

The remuneration package, *subject to change*, includes **(i)** annual net base salary exempt from tax by Laos authorities, starting at US\$ 26,059.00 (M-11, step 1) to US\$ 42,986.00 (M-11, step 14); **(ii)** Monthly fluctuation and removable Devaluation Allowance (8.21% of basic salary for the month of April 2010); **(iii)** MRC's contribution to staff member's Provident Fund of 14% of basic salary upon completion of 3 years in service; **(iv)** Contribution of MRC to Health and Accident insurances (on shared basis with employee); **(v)** other entitlements and benefits such as dependency allowance, 6 weeks' annual vacation; sick leave, maternity leave etc.

Non-resident staff members receive an additional **(i)** 7% of basic salary for Post Adjustment allowance; **(ii)** 7% of basic salary for Hardship allowance; **(iii)** Rental subsidy of 40% of the rent rate up to maximum of US\$ 6,000 annually; **(iv)** Education Grant of 75% of max. Expense of US\$ 13,000; **(v)** Travel cost and Shipment expenses on assignment and upon separation; **(vi)** other entitlements and benefits such as Relocation Grant allowance, Home Leave Travel, Education Grant Travel, etc.

The duration of the assignment of MRC Riparian Professional Staff is up to maximum 6 years according to *1995 Mekong Agreement and Procedural Rules*.

THE MRCS RESERVES THE RIGHT TO APPOINT A CANDIDATE AT A LEVEL LOWER THAN THE ADVERTIZED LEVEL OF THE POST.