Mekong River Commission

JOB DESCRIPTION

Updated: March 2010

Post title:	**IT Systems and Management Officer**
Division:	Finance & Administration Section (FAS)
Level:	**M-10** (Riparian Professional Staff) [i]
Location:	MRC Secretariat, Vientiane, Lao PDR
Duration:	One year contract renewable
Reporting to:	Section 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. ROLE OF THE FINANCE AND ADMINISTRATION SECTION

Top 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 donor communities.

3. JOB SUMMARY

Under the direct supervision of Chief of Finance and Administration Section, the incumbent is responsible for the day-to-day functioning of the hardware, software and Local Area Network (LAN) infrastructure in MRC. The incumbent also participates in the activities in MRC related to information technology such as web intranet and database development.

4. KEY TASKS

The incumbent performs the following tasks:

- Ensure the proper functioning of the information technology hardware/software and application software in MRC, which includes:

  - Network Administration LAN/WAN;
  - MRC Email system administration (Microsoft);
  - MRC Web server administration;
  - Solomon IV system Administration;
  - MRC Intranet administration;
  - Keep MRCS software licenses up to date

- Ensure that all system and application are functioning properly and takes immediate steps to remedy problems encountered;

- Keeps abreast of the development with in hardware and software and introduce upgrade and new development where feasible. Moreover, monitor and recommends system and hardware to ensure state-of-the-art information technology environment in MRC, maintains the established standards of hardware and software in MRC;

- Monitor the physical presence of all hardware and software and recommends disposal and upgrades in line with the established policies within MRC;

- Be responsible for IT budgeting and associated procurement plan;

- Ensures that the IT policies and procedures established in MRC are proper and implemented throughout MRC, revise these policies and procedures if and when necessary;

- Assists in the identification of the needs, and the development of in-house application such as financial monitoring system and database;
- Upgrade and develop existing in-house software as required;

- Performs other duties related duties as may be assigned by the chief, Finance & Administration and / or CEO.

5. SCOPE OF AUTHORITY

a) Supervision requirements: The incumbent supervised general support staff of IT Unit as well as any MIS consultants He/She is responsible for there work, on-the-job training, and their performance appraisal, to be carried out in line with MRC policy.

b) Level of autonomy: Most major decisions are recommendatory, except for those make clearly in line with MRC policies.

c) Level of problem solving required: the position is involves technical and administrative problem solving. The incumbent should display a certain level of creativity and initiative.

d) Level and type of communications required: Communications are generally limited to within MRC. Written communication is required.

6. COMPETENCE REQUIREMENTS

Core Values: Integrity, Professionalism and Respect for Diversity

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

Managerial Competencies: Vision, Leader ship, Empowering Others, Building Trust, Managing Performance, and Judgment/Decision-making

7. POST-SPECIFIC QUALIFICATIONS

Advanced degree in computer science or equivalent and at least 5 years relevant working experience with network administrator, and 5 years documented in operation and maintenance of Microsoft Windows server and / or Unix Operation System.

- Experience with Microsoft SQL Server and other following application software:

- Operation System: Microsoft Windows (Windows XP professional, Vista, 2003 Server, 2003 R2 server and 2008 Server) and Linux Open source (RedHat or CentOS or SuSe);

- Microsoft Office: Ms Office 2003 and 2007, Ms Project;

- Microsoft Exchange mail server, IIS, Apache, Squid proxy, DNS and network firewall security ware;

- Antivirus software;

- Knowledge of Microsoft Dynamic SL (Solomon IV database, Accounting System), Seagate Crystal report and RFx report write;

- Knowledge of database and programming, such as Microsoft Access, Visual Basic, SQL Server, HTML, ASP.Net, XML, etc;

- Demonstrate application ability;

- Fluency in English, both writing and spoken. Working knowledge of more than one riparian language desirable.

Incumbent: _____   Date: _____

Chief of FAS: _____   Date: _____