

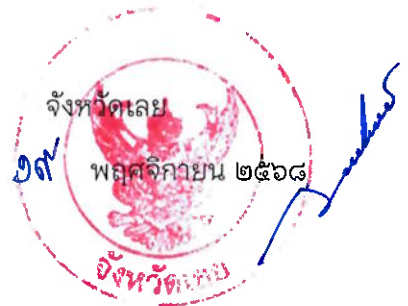


ที่ ลย ๐๐๑๙.๑/ว ๒๑๒

ถึง อำเภอกทุกอำเภอ

ด้วยสำนักงานเลขาธิการคณะกรรมการแม่น้ำโขง (Mekong River Commission Secretariat: MRCS) ประชาสัมพันธ์การรับสมัครบุคลากรโครงการฝึกอบรมเสริมสร้างศักยภาพบุคลากรของประเทศสมาชิกกลุ่มแม่น้ำโขง ประจำปี พ.ศ. ๒๕๖๙ จำนวน ๓ ตำแหน่ง ได้แก่ ตำแหน่ง Junior Riparian Professional (JRP) ๒ ตำแหน่ง Associate Modeller (AM) และ ๓) Associate Flood and Drought Forecaster (AFDF) ประจำปี พ.ศ. ๒๕๖๙ ซึ่งเป็นรูปแบบปฏิบัติงานจริงตั้งแต่เดือนมกราคม - ธันวาคม ๒๕๖๙ รวมระยะเวลา ๑๒ เดือน โดยมีวัตถุประสงค์เพื่อเสริมสร้างและพัฒนาศักยภาพบุคลากรของประเทศสมาชิกกลุ่มน้ำโขงที่ปฏิบัติตรงตามข้อกำหนดโครงการ (TOR) ตำแหน่งละ ๑ ราย ทั้งนี้ MRCS จะเป็นผู้สนับสนุนค่าใช้จ่ายที่เกี่ยวข้อง

ในการนี้ จังหวัดขอให้อำเภอมอบหมายสำนักงานพัฒนาชุมชนอำเภอประชาสัมพันธ์การรับสมัครดังกล่าวให้บุคลากรในสังกัดทราบและมีความพร้อมในการร่วมโครงการฯ โดยขอให้จัดทำรายละเอียดตามใบสมัครส่งให้กรมการพัฒนาชุมชน พร้อมทั้งส่งรูปแบบไฟล์อิเล็กทรอนิกส์ประเภท Microsoft Word ทางไปรษณีย์อิเล็กทรอนิกส์ ircdd.plan@gmail.com ภายในวันที่ ๒๕ พฤศจิกายน ๒๕๖๘ ทั้งนี้ มอบหมายให้นางกมลฉวี วงศ์สว่าง นักวิเทศสัมพันธ์ชำนาญการพิเศษ หมายเลขโทรศัพท์ ๐ ๒๑๔๑ ๖๒๑๔ หรือ ๐๘ ๒๙๖๔ ๖๒๘๙ เป็นผู้ประสาน รายละเอียดตามที่แนบมาพร้อมนี้



สำนักงานพัฒนาชุมชนจังหวัดเลย  
กลุ่มงานประสานและสนับสนุนการบริหารงานพัฒนาชุมชน  
โทร./โทรสาร ๐ ๔๒๘๑ ๑๗๗๓

เศรษฐกิจฐานรากมั่นคง ชุมชนเข้มแข็งอย่างยั่งยืน  
ด้วยหลักปรัชญาของเศรษฐกิจพอเพียง



Change for Good  
กรมการพัฒนาชุมชน กระทรวงมหาดไทย

**โดยผู้ที่มีความสนใจในการสมัคร สามารถดำเนินการสมัครโดยนำส่งเอกสาร ดังนี้**

1. กรอกและนำส่งแบบฟอร์มสมัคร JRP Application Form Final B10 และ JRP's On-the-Job Training Project Proposal (สำหรับผู้สมัครตำแหน่ง JRP)
2. กรอกแบบฟอร์มสมัคร MRC Personal History Form (สำหรับผู้สมัครตำแหน่ง AM และ AFDF)
3. ส่ง Cover letter โดยระบุตำแหน่งที่สมัคร Curriculum Vitae รูปถ่าย วุฒิบัตร วุฒิ การศึกษา ผลคะแนนสอบภาษาอังกฤษ เช่น TOEIC, TOEFL, IELTS หรือ หลักฐานอื่นๆ ที่เกี่ยวข้อง
4. นำส่งสำเนาบัตรประชาชน
5. สำเนาหนังสือให้ความเห็นชอบจากหน่วยงานต้นสังกัด

**โปรดนำมายัง สททช. ทางไปรษณีย์อิเล็กทรอนิกส์ [fad.onwr@gmail.com](mailto:fad.onwr@gmail.com)**

**ภายในวันที่ 1 ธันวาคม 2568 เพื่อดำเนินการต่อไป**

Items	JRPs	Associates
Type	On-the-job training	Seconded (more senior)
Terms of Reference	HR	Related Divisions/OC
Recruitment procedures:	Open recruitment or nominated by the MCs	
	HR coordinates with the related Divisions and OCEO for the allocation of JRPs and Associates.	
Contracting	Administration Division	
Travel	Economic return ticket from home country to duty station and back home	
Learning objectives	IWRM related fields, or soft skills that serve the decentralization process, i.e., data analysis, scientific reporting, project management, financial management, human resource management, gender equality, strategic planning, etc. under AD, ED, OCEO, PD and TD.	Specific technical matters such as Modelling, Flood and Drought Forecasting, etc.
Rental support (minimum)	<ul style="list-style-type: none"> <li>- US\$300/month for non-resident JRP</li> <li>- USD\$200 for resident JRPs from Laos or Cambodia who come from provinces (conditions apply).</li> </ul>	<ul style="list-style-type: none"> <li>- US\$300/month for non-resident Associates.</li> <li>- USD\$200 for resident JRPs from Laos or Cambodia who come from provinces (conditions apply).</li> </ul>
Living support/honorarium (paid monthly)	US\$ 1000/month	US\$ 1200/month
Basic health insurance and accident insurance	US\$200	
Exposure cost related to MRCS organized events as entitled and assigned	Budget is planned by AD.	Budget is planned by related Division or OCEO.
Training cost or training organized by the MRC Secretariat	<ul style="list-style-type: none"> <li>- Soft skills for both JRPs and Associates: organized by HR under AD</li> <li>- Technical training to Associates: In-house knowledge trainings from technical staff of the related Divisions/OC</li> </ul>	
Learning/doing process	Join learn-to-do events arranged by HR	<ul style="list-style-type: none"> <li>- Daily, weekly or monthly learning by doing, assigned and guided by Division Directors, Chief Officers or related technical staff of the related Divisions/OC.</li> </ul>
	Join soft skills training workshops i.e., presentation, communication, negotiation, leadership, time management, policy analysis, etc.) organized by HR under AD.	
	English training sessions	<ul style="list-style-type: none"> <li>- Deliver learning-gained reports, pilot study technical reports, report on technical work assigned in the Divisions/OC.</li> </ul>
	Deliver Share-to-learn event through presenting learning progress and take-aways.	
Reporting	Deliver final presentation (HR template)	<ul style="list-style-type: none"> <li>- Deliver final presentation (Division/OC required template)</li> </ul>
	Submit Final report (HR Template)	<ul style="list-style-type: none"> <li>- Submit Final report (either HR or Division/OC template)</li> </ul>
Multiple entry visas arrangement	Administration Division	
Insurance	HR	
Separation clearances	HR	
Other supports	Receive support to return to the home organisations i.e., in the Covid-19 context.	



# Mekong River Commission

For Sustainable Development

## TERMS OF REFERENCE

### I. LEARNING/TRAINING AGREEMENT:

<b>Title:</b>	<b>Junior Riparian Professional (JRP)</b>
<b>Consultancy/staff type:</b>	Special Agreement
<b>Division:</b>	MRC Secretariat's related Division
<b>Duration:</b>	<b>6 months between 1<sup>st</sup> January 2026 – 31<sup>st</sup> December 2026</b>
<b>Duty Station:</b>	MRC Secretariat's Headquarters Office, Vientiane (Lao DPR) or its Regional Flood and Drought Management Centre (RFDMC) under the Technical Division (TD), located 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 the following items, are submitted to the MRC Secretariat prior to departure to home country at the end of the training period: <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 training (OJT) program (expertise and knowledge taken/improved from this program).</li><li>3. Promising contributions to the Organizations in home countries.</li></ol>

### 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 Integrated Water Resources Management (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 Member Countries (MCs). Hundreds of JRPs had been trained by the MRCS, with some of them then work currently for the MRCS, at the National Mekong Committees (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 recruited and nominated by the NMCs, are selected by the MRCS for on-the-job capacity development while contributing to the MRC's work, which is hand-on, practical and on-the-job with specific assignments. The **OJT period is a maximum of 6 to 12-months period.**

OJT 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 (HR) 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 MRCS, following the terms and conditions of this contract type.

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

- To continue building capacity of young professionals working in related government agencies and members of river basin organizations in MRC MCs in the field of IWRM, 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. DELIVERABLE AND CONCRETE TIMELINES:**

<b>Deliverable and Expected Quality</b>	<b>To be Delivered by</b>
<ul style="list-style-type: none"> <li>▪ Concrete capacity development and contribution plan with specific and realistic objective/s, and deliverables, which are attainable and measurable in the OJT period. The plan needs</li> </ul>	<p>Within the 1<sup>st</sup> week</p>

approval from the Director responsible or Chief Officer in charge. ▪ Specific inputs, contributions, deliverables directly related to MRC activities	
▪ Learning results/product available with a PowerPoint presentation of learning and achievements.	By the end of the 5 <sup>th</sup> month of the OJT period.
▪ Final written learning product available ( <i>technical report, policy paper, briefing notes, etc.</i> )	Within the 2 <sup>nd</sup> week of the 6 <sup>th</sup> month of the OJT 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/OJT principles of the learning process.
- Work to create, develop, complete assigned tasks, and produce committed reports and products.
- 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 responsible and/or Chief Officer in charge.
- Comply with 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 in charge  
Communication line: Assigned MRCS Advisor/s  
Workstation: MRCS's Headquarters Office in Vientiane (Lao PDR) or the RFDMC in Phnom Penh (Cambodia)

#### VIII. QUALIFICATIONS AND REQUIREMENTS:


- All participants require at least a Bachelor's Degree in IWRM, social sciences, development studies, or management field regarding project management, financial and HR management.
- At least 2 years of practical experience in project, financial and human resources operation or management, or IWRM, development sector, and related fields.

- Only nationals of **Cambodia, Lao PDR, Thailand and Viet Nam** is 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 OJT 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**

Phetsamone Khanophet		16.10.2025
AD Director 's Full Name	AD Director's Signature	Date
JRP's Full Name	JRP's 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 2026)
<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 2026 based on FEWS (URBS-ISIS-Regression);
- Operate the South East Asia Flash Flood Guidance System (SEAFFGS) and practice on daily on SEAFFGS for 2026; and
- Weekly and monthly drought assessment and forecast for 2026 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

Deliverable and Expected Quality	Number of Days	Deadline
Daily/Weekly river flood monitoring and forecasting for 2026, using FEWS (URBS-ISIS-Regression)		Routine work: from Jan-Dec 2026
Daily operating South East Asia Flash Flood Guidance System (SEAFFGS) for 2026. Support the Seasonal Flash Flood Situation Report 2024 Analysis of the drought indices		Routine work: Daily from June - September 2026  Apr-May
Weekly and monthly drought assessment and forecast for 2026: <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 2026
Technical bulletin and report on floods and drought assessment/Learn about the new developed tool for floods and drought forecasting system.		31 Dec 2026
Weekly/monthly bulletin on medium and long term of flood and drought forecasting		Routine work: from Jan-Dec 2026
<b>Total Number of Days</b>	<b>12 Months</b>	Jan- Dec 2026

#### 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 processing;
- 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 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**

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**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 AFDs 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)**

- Applicants must under 40 years old
- 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:

Name and Title:  Vathana Kol  
TD Director

Incumbent's Signature: \_\_\_\_\_

Date: 16/10/2025

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