

ด่วนที่สุด

ที่ อว ๐๒๐๒.๔/ว๒๔๑๔๘



ถึง หน่วยงานในสังกัด อว.

ด้วยสำนักงานทรัพยากรน้ำแห่งชาติ ในฐานะสำนักเลขาธิการคณะกรรมการแม่น้ำโขงแห่งชาติไทย มีหนังสือประชาสัมพันธ์การขยายระยะเวลาการเปิดรับสมัครบุคลากรเพื่อเข้าร่วมโครงการฝึกอบรม JRP's On-the-Job Training Project (OJTP) ของสำนักงานเลขาธิการคณะกรรมการแม่น้ำโขง (Mekong River Commission Secretariat: MRCS) ประจำปี พ.ศ. ๒๕๖๗ จำนวน ๓ ตำแหน่ง ได้แก่ (๑) Junior Riparian Professional (JRP) (๒) Associate Modeller (AM) และ (๓) Associate Flood and Drought Forecaster (AFDF) โดยโครงการดังกล่าว มีรูปแบบการฝึกอบรมผ่านการฝึกปฏิบัติงานจริง ระยะเวลารวม ๑๒ เดือน (ตั้งแต่เดือนมกราคม-ธันวาคม ๒๕๖๗) ซึ่งมีวัตถุประสงค์เพื่อเสริมสร้างศักยภาพบุคลากรของประเทศสมาชิกลุ่มน้ำโขงที่ปฏิบัติงานในตำแหน่งดังกล่าวที่เปิดรับสมัคร ทั้งนี้ MRCS จะรับผิดชอบค่าใช้จ่ายต่าง ๆ ให้กับผู้ที่ผ่านการคัดเลือกตำแหน่งละ ๑ คน ประกอบด้วย ค่าตอบแทนรายเดือน ค่าที่พัก ค่าประกันสุขภาพและอุบัติเหตุและค่าฝึกอบรมต่าง ๆ ที่เกี่ยวข้อง

ในการนี้ กระทรวงการอุดมศึกษา วิทยาศาสตร์ วิจัยและนวัตกรรม ขอประชาสัมพันธ์การขยายระยะเวลาประกาศรับสมัครบุคลากรเพื่อเข้าร่วมโครงการฝึกอบรมดังกล่าวในตำแหน่ง Junior Riparian Professional (JRP) จากเดิมวันที่ ๓๐ พฤศจิกายน ๒๕๖๖ ถึงวันที่ ๒๕ ธันวาคม ๒๕๖๖ โดยผู้สนใจสามารถศึกษาข้อมูลเพิ่มเติมได้ที่เว็บไซต์ <https://mhesi.e-office.cloud/d/f0d95279> หรือ QR code ตามที่ปรากฏด้านล่างนี้ และขอความกรุณาจัดส่งเอกสารการสมัครโดยตรงไปที่สำนักงานทรัพยากรน้ำแห่งชาติ ทางไปรษณีย์อิเล็กทรอนิกส์ fad.onwr@gmail.com ภายในระยะเวลาที่กำหนด

จึงแจ้งมาเพื่อโปรดทราบและประชาสัมพันธ์การขยายระยะเวลาเปิดรับสมัครบุคลากรเข้าร่วมโครงการฝึกอบรมดังกล่าวต่อไป



กองการต่างประเทศ

กลุ่มขับเคลื่อน อววน. ระหว่างประเทศ

โทร. ๐ ๒๖๑๐ ๕๓๔๘ (สราญพร/อัญญนิช)

โทรสาร ๐ ๒๓๕๔ ๕๕๓๐



โครงการฝึกอบรม MRCS
ประจำปี พ.ศ. ๒๕๖๗

Guidelines for JRP's On-the-Job Training Project (OJTP)

(To be attached with the JRP Application)

The starting point for the On-the-Job Training Project of each JRP will be the OJT proposal submitted by each JRP along with their application to join the project. The MRCS advertises a list of the available on-the-job project assignments with the MRCS programmes when the opportunities for each Batch of JRPs are advertised. Interested candidates should review the list of projects carefully and conduct detailed research on the MRC website www.mrcmekong.org to develop a clear understanding of the work of the various Programmes and Sections of the MRC. Having decided on the most interesting and the most suitable OJT project, each candidate will prepare a short concept note to describe that project that s/he wants to carry throughout during the period of JRP assignment at the MRC Secretariat. The concept note should emphasize on what skills, knowledge and hands-on experience you want to gain from the JRP Project and how you would apply them back at your organization. During the first two months of the project, you will have ample opportunity to further develop your plan of action with technical assistance from the Project Team.

Outline for JRP's OJT project proposal

Background information (Maximum 1 page)

- Your name, position, organization and country
- Please inform us briefly about the type, history, vision, mission, goal, leadership, management, personnel, financial resources, etc. of your organization.
- Who are the clients of your organization? What about the services provided to them?
- Please describe briefly your position, tasks, responsibilities, available resources, your specific experiences and qualifications, etc.?

OJT Project Proposal (Plan of Action – Maximum 2 pages)

Please Identify your first choice OJT Project from the list of Projects Advertised by MRCS

The Topics to Cover in Your Proposal Are:

- Brief description of how the project would be undertaken during your participation in the JRP assignment.
- Please indicate how your current skills and experience will contribute to the selected OJT project
- List down specific skills, knowledge and hand-on experience you want to have during your participation in the JRP assignment.
- Describe how you would apply what you learned when you return to your home organization.

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

Fax. (856-21) 260 984

E-mail: lnmc@lnmc.gov.la

Thai National Mekong Committee
Office of the National Water Resources
Juthamard Building, 89/168-170
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10210

Tel. +66-2-5541800 ext. 1392

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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:

vnmc.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 <i>Please give exact titles of degrees</i>				
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. <i>Certified Public Accountant, IT training, etc.</i>) 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: <i>(Please DO NOT attach)</i>				
14. EMPLOYMENT RECORD. <i>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.</i>				
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. Previous posts (in reverse order)			
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			
C. Previous posts (cont.)			
From	To	Title of your post:	
(mm/yy)	(mm/yy)		
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>		

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:

Confidential

Mekong River Commission

For Sustainable Development

Photo

MRC PERSONNEL HISTORY FORM

Family Name: _____		Given Names: _____		Title: Dr./Mr./Ms. _____	Gender: M <input type="checkbox"/> F <input type="checkbox"/>
Date of Birth: (dd/mm/yy)	Place of Birth:		Current Nationality(ies):		Country of Permanent Residence:
Permanent Address: (registered address) Telephone:			Current Address: (usual address where family is regularly residing): Telephone:		E-mail: Telephone: Mobile:
Marital Status: <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Divorced <input type="checkbox"/> Widowed <input type="checkbox"/> N/A					
Family Members: (Spouse and legal children)					
Full Name	Date of Birth	Nationality	Occupation/Position and Name of Organisation or Company	Relationship	
Name of person to be notified in case of emergency. Please provide complete contact address/telephone numbers. Full Name: Relationship: Telephone Number: Address:					
Do you have any objection to our inquiries to your current or most recent employer? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please provide below information: Name: Position: Contact number/email address:					

MRC employment history: 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.			
Position	Division/OC	Years/Months of Service	Completion Date (month/year)

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.



Mekong River Commission For Sustainable Development

TERMS OF REFERENCE

I. LEARNING/TRAINING AGREEMENT:

Title:	Junior Riparian Professional (JRP)
Consultancy/staff type:	MRC Secretariat Staff under Special Agreement
Division:	MRC Secretariat's related Division
Duration:	From 1 st January 2024 – 31 st December 2024
Duty Station:	MRC Secretariat Office, Vientiane, Lao DPR or the Regional Flood and Drought Management Centre under the Technical Division which is in Phnom Penh, Cambodia.
Reporting:	MRC Secretariat's Assigned Advisor
Expected Deliverables:	Written Learning Report (<i>Form JRP-02</i>), together with the PowerPoint presentation of: <ol style="list-style-type: none">1. Individual contributions and achievements to the specific MRC's products (<i>policy paper, technical report, chapters, etc.</i>).2. Key learning result from the on-the-job learning (expertise and knowledge taken/improved from this training program).3. Promising contributions to the Organizations in home countries. 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:

Deliverables and Expected Quality	To be Delivered by
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 th month or the 11 th 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 th month or the 12 th 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

Natt Botkosal

AD Director 's Full Name



AD Director's Signature

27.10.2023

Date

JRP's Full Name

JRP's Signature

Date