



# Mekong River Commission

Office of the Secretariat in Phnom Penh (OSP)  
576 National Road, #2, Chak Angre Krom,  
P.O. Box 623, Phnom Penh, Cambodia  
Tel. (855-23) 425 353. Fax (855-23) 425 363

Office of the Secretariat in Vientiane (OSV),  
184 Fa Ngoum Road,  
P.O. Box 6101, Vientiane, Lao PDR  
Tel: (856-21) 263 263. Fax: (856-21) 263 264

## JOB DESCRIPTION

Job Title	<b>Communication Officer (Press)</b>
Division	OCEO
Level	M-11
Report to	CEO
Job Code	Job No. RP005.C/O
Date of verification	April 2018
Duty Station	Office of the Secretariat in Vientiane, Lao PDR

### The Mekong River Commission

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. The role of the MRC is to coordinate and promote cooperation in all fields of sustainable development, utilization, management and conservation of the water and related resources of the Mekong River Basin.

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

### VISION for the Mekong River Basin:

An economically prosperous, socially just and environmentally sound Mekong River Basin

### VISION for the Mekong River Commission:

A world class, financially secure, International River Basin Organisation serving the Mekong countries to achieve the basin Vision

### MISSION of the Mekong River Commission

To promote and coordinate sustainable management and development of water and related resources for the countries' mutual benefit and the people's well-being

## **MRCS values**

- Integrity
- Transparency
- Mutual respect
- Professionalism
- Accountability
- Results orientation

### **1. Job Summary / Job Statement**

The job holder is to increase the ability of the MRC to effectively communicate and consult with key stakeholders and partners (general public, media, development partners, NGOs and others). S/he maintains good internal communication on key issues, and informs the external audiences, in particular through the media, to raise awareness about the activities of the MRC in the region and internationally. S/he supports the development of MRC policies and strategies for international cooperation and public relations and ensures those policies and strategies are effectively implemented.

### **2. Main tasks and responsibilities**

Under the management direction of the CEO and technical guidance of the Chief Strategy and Partnership Officer, the incumbent performs the following duties:

- Work primarily on press and media relations, responding to media queries, drafting press releases, preparing FAQs and press kits, organising press conferences, arranging media interviews with the senior management and experts, monitoring and analysing media trends and opportunities, and acting as spokesperson;
- Support public relations, assisting Communication Officer (Outreach) in responding to public queries, engaging with civil society, technical institutions and donors, organising outreach events for the public and engaging in public speaking;
- Formulate the organisation's communication strategy including crisis communication, develops annual work plans and implement communication campaigns in close consultation with the MRC's leadership and the Chief Strategy & Partnership officer, in order to foster the positive image of the organisation to win the public support;
- Provide communication support to the MRC's substantive organs, including the Council, the Joint Committee, and the Secretariat's divisions and teams, and closely work with the National Mekong Committees;
- Lead the in-house communication/media activities and the production of knowledge-based information materials for public dissemination;
- Draft texts for articles on MRC news and events, web and social media-contents and other public information materials such as brochures, infographics, and newsletters;
- Take photos and/or video footages on MRC activities for public information and archiving;
- Oversee the production of multimedia products, conceptualising storylines for audio-visual materials and supervising the work of photography and videography consultants;
- Closely work with Web/Graphic Designer to ensure the MRC websites, social

- media platforms and publications' graphics are well designed and user-friendly;
- Support fund-raising and public campaigns to secure funds for the organization;
- Lead the establishment of work relationships with the key stakeholders, including government agencies, media, NGOs, civil society, researchers and other interested members of the general public;
- Provide strategic communication advice to the senior management as well as the member countries;
- Lead the capacity building of the National Mekong Committees in communication work;
- Support all divisions in copy-editing of technical reports for communication purposes;
- Support the divisions in the preparation of communication products;
- Support M&E Specialist in the preparation of the Mid-year and Annual Report;
- Support the Chief strategy & partnership officer with communication with development partners and related tasks;
- Assist in proofreading and fact-checking the organization's online newsletters;
- Perform other relevant tasks as required.

### 3. Scope of Authority

- a) Supervision requirements: The position does not require any formal supervisory responsibilities.
- b) Level of autonomy: Decision making follows defined procedures. The position does not administer a budget, yet has responsibility for ensuring the financial accountability of MRC.
- c) Level of problem solving required: Problem solving skill is expected and the incumbent must display sensitivity, initiative and creativity.
- d) Level and type of communications required: Communications are wide, within and outside the organisation, and require considerable oral and written skills.

### 4. Qualification requirements

Certificate	<ul style="list-style-type: none"> <li>• Master's degree in communications/ public relations/ journalism or other related field. In lieu of the Master's degree, a Bachelor's degree in combination with two additional years of qualifying professional experience may be accepted.</li> </ul>
Additional certificates	<ul style="list-style-type: none"> <li>• TOEIC certificate with 600 points and over is required. An equivalent internationally recognized certificate or a university degree from an internationally recognized academic institution whose instruction is in English may also be considered.</li> </ul>
Experience	<ul style="list-style-type: none"> <li>• 7 years of practical working experience in communications, public relations, external relations, social sciences;</li> <li>• Work experience with international organisations and media relations;</li> </ul>

## 5. Competencies

<b>Knowledge</b>	Level (1-3) 1 = Required 2 = Desirable 3 = Optional
Public relations instruments and methods	1
Public communication in the field of river basin management, water resources management or sustainable development	1
Regional knowledge of the Mekong River Basin	2
Legislation of riparian countries on water and other relevant international conventions	3
Water resource management and development	3

<b>Skills</b>	Level (1-3) 1 = Required 2 = Desirable 3 = Optional
Excellent command of the English language	1
Excellent interpersonal and cross-cultural communication skills	1
Excellent spoken and written expression and presentation	1
Copy editing	1
Use of web-based information services	1
Dealing with printing and production of display materials	1
Social media	1
Photography and videography	2
Design and familiarity with commonly used design softwares	2
Information technology	3

<b>Attitudes</b>	Level (1-3) 1 = Required 2 = Desirable 3 = Optional
Neutrality and impartiality	1
Good sense of initiative and sound judgment	1
Relation-, network building	1
Creativity	1

## 6. Remuneration

The remuneration package, subject to change, includes (i) annual net base salary exempt from tax by Lao authorities, starting at US\$ 33,440 (M-11, step I); (ii) MRC's contribution to staff member's Provident Fund of 14% of basic salary upon completion of 3 years in service; (iii) Contribution of MRC to Health and Accident insurances (on shared basis with employee); (iv) 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 annual; (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.

**7. Remarks**

- The Job Description is subject to revisions by the MRC.

**8. SIGNATURES**

Job Incumbent: \_\_\_\_\_ Date: \_\_\_\_\_