

DESCRIPTION OF ASSIGNMENT– Technical Liaison

This is an assignment exclusively for a Lao PDR national.

Introduction

The Technical Liaison assignment is a project related junior/medior expert position at DWR, MONRE, Lao PDR. The main task of the Technical Liaison is to support DWR government officials with overall administrative and technical management of the GEF International Waters (IW) “Fostering Water and Environmental Security in the Ma and Neun/Ca Transboundary River Basins and Related Coastal Areas, Viet Nam and Lao PDR”.

With respect to her/his tasks, the Technical Liaison will focus on the Lao PDR components of the project but is also well-informed on the overall project status and affairs in Vietnam.

The position is based in Vientiane, with a workplace at DWR-MONRE. It is a full time position, **for 40 hours/week**.

Project Information Ca – Ma Transboundary River Basins project

The Ma and Neun/Ca are two adjacent transboundary rivers with similar-sized basins with similar characteristics and water and environmental management challenges. Key challenges include hydropower reservoirs causing significant changes to flows in tributaries of both basins; deforestation and changes to forest cover impacting flows and sediment loads; agricultural expansion; increasing water withdrawals associated with demographic growth and rapid economic development affecting environmental flows; and emergency releases from dams during extreme water events contributing to flooding. Continuing development in the two basins, combined with climate change, is affecting the coastal areas due to the degradation of surface and shallow marine waters quality, increasing frequency and magnitude of floods and droughts, seawater intrusion in coastal aquifers caused by groundwater over-extraction and sea-level rise. The emerging situation is posing serious threats to water supply for the rapidly expanding coastal populations. and to coastal habitats, such as mangroves, wetlands, fish refugia, and livelihoods (e.g. fisheries).

The project objective is to enable Viet Nam and Lao PDR to address freshwater resource management and ecosystem health in the transboundary Ma and the Neun/Ca river basins and coastal zones by creating an enabling environment for transboundary cooperation and action. Further project details can be found in the relevant project documents.

Organisational structure

FAO is the GEF Implementing Agency. IUCN is the Lead Executing Agency for the project; IUCN supports MONRE’s Department of Water Resources (DWR) in Lao PDR to execute the project.

The project will be delivered through a Regional Project Management Unit (RPMU, IUCN Hanoi) and a National Project Management Unit (NPMU) at IUCN Offices in Vientiane. A Chief Technical Advisor (CTA) manages the RPMU on a day-to-day basis in cooperation with two National Coordinators (NC’s, in Lao PDR and Viet Nam) and two National Project Directors (NPD’s) appointed by the two executing partners DWRM (Viet Nam) and DWR (Lao PDR).

The CTA and RPMU will operate under the guidance of the Regional Project Steering Committee (RPSC), with members appointed by the two governments, and with the support of dedicated project oversight staff (including Finance and Admin Officers of the RPMU) and project staff at DWRM and DWR. The project receives technical and governance advice through the national government partners, and by a Joint Technical Committee (JTC). The

Technical Liaison will also provide support to the involvement of the JTC members for various project activities.

The appointment of the Technical Liaison will be for the period of one (1) year with the possibility of extension for the duration of the project and a maximum of four years.

Technical Liaison Tasks

The main task of the Technical Liaison is to support DWR government officials with overall administrative and technical management of the project.

The Technical Liaison expert specifically will:

- Under supervision of the DWR Project Director (or his/her stand-in), support the in-country implementation of project activities in close collaboration with the RPMU and NPMU and project team in Lao PDR.
- Provide secretariat support to the DWR in relation to project activities and requirements (technical, administrative).
- Act as a support, at DWR, to the DWR focal point of contact for all communication between RPMU – IUCN and DWR. Ensure that information is accurately shared and understood by all parties involved.
- Work closely with DWR – MONRE and Lao PDR National Coordinator at IUCN to ensure all project activities follow the laws and regulations of Lao PDR for such activities.
- In close cooperation with the National Coordinator manage the delivery and performance of consultancy sub-contracts in Lao PDR.
- Provide secretariat support the Joint Technical Committee (JTC) in technical review of project outputs and adherence to the Lao PDR laws, standards and norms, and other JTC tasks.
- Support translation of project documents from English into Lao or vice-versa per request and needs of DWR-MONRE and the project team and ensure that translations are accurate and of high quality.
- Support the interaction of the project team with relevant project stakeholders, including central and provincial government departments, research institutes/organisations, local NGOs and civil society.
- In close cooperation with the National Coordinator organize meetings, workshops, fieldtrips, etc..
- Manage/convey the flow of information between RPMU and DWR. Keep all stakeholders informed about relevant updates, changes, or decisions. Ensure that all necessary documentation is properly organized and accessible for DWR.
- Prepare monthly reports for the project team at DWR and IUCN (submit to the CTA)

REQUIREMENTS

- Bachelor degree in a relevant field such as Hydrology/ Water Science and Management; Forestry Sciences; Environmental Sciences. A Postgraduate Degree would be advantageous.
- At least 5 years of relevant experience in managing transboundary water resource related projects, and will have strong knowledge, qualifications and experience in hydrology, IWRM, water-related hazard/risk reduction, as well as climate change adaptation and resilience.
- Working experiences for government in same position is considered as an advantage.
- Good interpersonal skills.
- Proven ability to effectively motivate and collaborate with colleagues and partners.
- Clear commitment to embracing and contributing to a culture of high performance and accountability.

- Demonstrated commitment to working within multicultural and multidisciplinary teams.
- Good in written and verbal English and Lao.
- Proficient in using computers and software applications such as Word, PowerPoint, Excel.

Deliverables – monthly reports

The Technical Liaison will prepare monthly reports with an overview of the tasks undertaken and completed for the project team at DWR and IUCN (submit to the CTA). These reports will be submitted in the first week of each following month.

Invoicing and payment

The Technical Liaison will be paid monthly at each last week of the month. The salary level will be in line with IUCN regulations and the project financial context.

Applications

Candidates interested in this position can send a CV with the names of two professional references and a personal introduction/motivation letter, all in English, to Mr. Rien Dam, Chief Technical Advisor for the project at rien.dam@iucn.org and cc. to Mr. Xiong Lee, Lee.Xiong@iucn.org, IUCN Vientiane Office, no later than **28 February 2025**.

Selection of candidates

Suitable candidates will be selected on the basis of CV and professional references.