



Mekong River Commission

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Job Description

Update: August 2010

Title:	PMS Specialist
Functional Title:	Performance Management System Specialist
Programme/Section:	Office of the CEO
Level:	M-12 (Riparian professional) ⁱ
Contract type:	Fixed-term appointment
Duration:	One-year contract renewable
Location:	Office of the Secretariat, Vientiane, Lao PDR
Reporting to:	CEO

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, the 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."

1. The Performance Management Team

The MRC has committed itself to being an efficient and effective organisation and needs to be able to demonstrate improvement of both the organisation's performance and the programmes' performance to both its member countries and its development partners. It also needs to demonstrate consistency with and contribution to the MRC's strategic plan objectives and its core functions and that it is continually improving its performance.

The Performance Management Team of the MRC Secretariat aims to support the establishment and operationalisation of a performance management system in the Mekong River Commission. In establishing a performance management system the MRC is committing itself to a system which not only assesses evidence of results achieved, but also

- Reviews the programming context to demonstrate the continued relevance and priority of its work;
- Considers the likely sustainability of what has been achieved;
- Assesses the efficiency of management arrangements, and
- Recognises the need for feedback systems on the lessons learnt about what is actually working in order to adapt to changing contexts and promote ongoing improvement by promptly applying this information.

2. Job Summary

Under the overall supervision of the Chief Executive Officer (CEO) and in close collaboration with the Technical Coordination Advisor of the Technical Coordination Unit and the Coordinator of the Integrated Capacity Building programme, the Performance Management System Expert will manage and coordinate all activities required to complete the establishment followed by operationalisation of the Performance Management System (PMS).

3. Key Tasks

The incumbent will perform the following tasks:

A. Management Responsibility for the PMS

- Develop the operational plan for the performance management system of the MRC;
- Ensure overall function of the PMS including planning, coordination, quality assurance of data and assessment, and timely reporting to the main stakeholders;
- Establish, monitor compliance and review the appropriateness of common formats, processes, quality standards, etc;
- Ensure programme designs adequately plan activities and resources for the PMS;
- Establish ToR, contract and oversight Mid-Term Reviews and evaluations of the Strategic Plan (SP) and individual programmes;
- Compile management recommendations and reports for the CEO/Senior Management regarding the SP and programmes and follow up on implementation of related decisions;
- Coordinate periodic review and updating of the PMS (through peer reviews, etc.);
- Support capacity development of relevant staff on PMS.

B. Monitoring Responsibility related to the SP

- Establish the monitoring plan for the SP, and quality assure and supervise monitoring activities. These activities will include establishment of the baseline situation, data collection and processing tools and processes, and quality assurance of the data;
- Periodically review indicators, data management and analysis processes and make necessary adjustments;
- Facilitate 6 monthly Performance Management Review Workshops to reflect on progress towards the goals of the SP;
- Report on SP Progress to JC, Council and CEO, including compilation of reports from NMCSs;
- Coordinate closely with ICCS on all PMS activities related to the SP;
- Support NMCS in their Strategic Plan PMS functions.

C. Monitoring Responsibility related to the Programmes

- Review 6 monthly Programme Performance Reports (internal & donor);
- Collate relevant programme level information for SP reports;
- Provide mentoring support to the programmes to encourage and support them in apply performance management to their programmes;

- Provide facilitation support to individual programmes for 6 monthly Performance Management Review workshops;
- Provide coordination for indicators which need collaboration of two and more programmes & indicators above programme level.

4. **Scope of Authority**

- Supervision requirements:** The incumbent does not directly supervise any staff of the programmes but will be given authority from the CEO to coordinate and supervise the implementations of the PMS.
- Level of autonomy:** Decision-making – high level.
- Level of problem solving required:** An ability to think creatively and solve complex problems is required.
- Level and type of communications required:** Communications are wide, both within and outside of the organisation. High level both in interpersonal, communication and reporting writing skills is required.

5. **Competence Requirements**

Core Values: Integrity, professionalism and respect for diversity

Core Competencies: Communication, teamwork, planning and organising, accountability, creativity, client Orientation, commitment to continuous learning, and technological awareness.

Managerial Competencies: Vision, leadership, empowering others, building trust, managing performance, and judgement/decision-making.

6. **Post-specific Qualifications & Skills**

- Master's Degree in Institutional Development, International Development, Natural Resources, IWRM and other relevant fields, etc);
- At least 12 years of experience related to designing and implementing monitoring and evaluation of development projects/programmes and/or similar organisation-level systems; with a major emphasis on results based or performance monitoring and ongoing application of lessons learnt;
- Experience with and good knowledge of the Mekong riparian countries and the Mekong River Basin is an advantage;
- Extensive experience in institutional / organizational development;
- Proven experience within performance management of internationally financed development projects;
- Knowledge and experience in Integrated Water Resources Management (IWRM) is an advantage;
- Strong facilitation and coordination skills are essential;
- IT skills are an advantage;
- Experience with and good knowledge of the Mekong riparian countries and the Mekong River Basin is desirable;
- Excellent English skills; and
- Must be a national of one of the four MRC member countries.

i **Brief information on remuneration**

The remuneration package, *subject to change*, includes **(i)** annual net base salary exempt from tax by Laos authorities, starting at US\$ 32,472 (M-12, step I); **(ii)** Monthly fluctuation and removable Devaluation Allowance (10% of basic salary for the month of August 2010); **(iii)** MRC's contribution to staff member's Provident Fund of 14% of basic salary upon completion of 3 years in service; **(iv)** Contribution of MRC to Health and Accident insurances (on shared basis with employee); **(v)** 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*.