JOB DESCRIPTION

Job Title:	**River flood forecasting specialist**
Division/Office:	**Technical Support Division**
Salary Level:	**M-12**
Date of Verification (If any):	**May 2023**

1. THE MEKONG RIVER COMMISSION AND MRC SECRETARIAT

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 Organization 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

2. JOB SUMMARY/JOB STATEMENT

The jobholder oversees the operation of the Regional Flood and Drought Management Centre (RFDMC) and ensures the provision of accurate and timely forecasting and early warning information products. The incumbent supports the Member Countries in managing the river flood forecasting along mainstream stations in the flood season, water level monitoring in the dry season and provides country-wide (LMB-wide only for Thailand) flash-flood guidance in

flood season. Moreover, he or she supports the four core members in developing capacity for effective management of drought risks in the LMB. He or she therefore uses relevant monitoring systems and assures the timely dissemination of regional flood forecasts and warnings (alerts) to stakeholders, as well as information on drought.

3. MAIN TASKS AND RESPONSIBILITIES

Under the management direction of the Division Director and technical advice of the Chief Hydrologist and in close collaboration with the Operational hydro-meteorologist/forecaster, the incumbent performs the following duties:

- Receive and check quality of incoming hydro-met data transmitted from monitoring stations in Member Countries, verify model input data, simulate water levels and provide forecasting analyses based on model results;
- Provide regular forecasting services to Member Countries, e.g.:
    - Flood season: daily 1-5 days flood forecast
    - Dry season: weekly water level forecast
    - Provide flash flood guidance at village (CMA-LAO) and district levels (TL-VN)
    - Provide flash-flood analysis based on retrieved maps and create village- and district level-flash flood alerts
    - Drought monitoring and forecasting in the whole LMB
- Calibrate and update forecasting models, in close cooperation with the Modellers;
- Improve and ensure accuracy of flood forecasting system;
- Improve Flood Early Warning System and ensure bias correction;
- Disseminate forecasts and warnings to stakeholders through MRC website and agreed mechanisms with Member Countries;
- Prepare report on forecasting and guidance activities as required;
- Contribute to the development of relevant technical guidelines as led by other specialists / Divisions;
- Provide technical support to the work of the MRC's regional technical/expert group related to flood risk management, climate change, and/or emergency response (if applicable), and contribute to the work of other regional groups as required;
- Ensure that relevant knowledge and products developed by the MRC are available at the national level to assist decision-making processes;
- Contribute to and support the implementation of the MRC Procedures, especially in what regards river monitoring;
- Perform other relevant tasks as required.

4. SCOPE OF AUTHORITY

a. **Supervision requirements:** The position holder supports the Division Director to supervise the Assistant forecaster.
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.

5. QUALIFICATION REQUIREMENTS

Certificate	• Advanced university degree (Master or higher) in hydrology, hydraulic engineering or a related field
Additional certificates	• 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.
Experience	• Minimum 10 years of experience in developing and implementing river forecasting and modelling in large rivers • Minimum 7 years of experience in hydrological modelling and/or operational flood forecasting • Operational management of flood forecasting systems is highly desirable

6. COMPETENCIES

Knowledge	Level (1-3) 1 = Required 2 = Desirable 3 = Optional
Hydrological forecasting models	1
Computer programming languages	1
New technologies and emerging trends in flood forecasting	1
Operational management of flood forecasting systems	2

Skills	Level (1-3) 1 = Required 2 = Desirable 3 = Optional
Fast system operating	1
Time management	1
Problem solving (e.g. imperfect data)	1
Cross-cultural and interdisciplinary communication	1
Dissemination of information and warnings	1
IT	2

Attitudes	Level (1-3) 1 = Required 2 = Desirable 3 = Optional
Willingness to undertake regular field trips to identify and solve problems with stations	1
Work outside of normal office working hours in flood season, taking shift work in order to guarantee 24/7 forecasting availability	1
Attention to details	1
Autonomous working	2

7. REMUNERATION

The remuneration package, subject to change, includes:

- **Remuneration:**
  - Annual net base salary exempts from tax by Lao authorities, starting at M-12 Step 1 with **US$ 41,670** with a living cost of 5% of the base salary;
  - Non-residential staff members who are relocated to the duty station (Vientiane, Lao PDR or Phnom Penh, Cambodia) are granted with 7% on the post adjustment and 7% on hardship allowances annually, and a rental subsidy of USD500 monthly.
- **Benefits:**
  - The MRC's contribution to staff member's Provident Fund (pension fund) of 14% of base salary per annum;
  - Coverage of health insurance for staff and eligible dependents, and accident insurance (on a shared basis with the employee) for staff;
  - Other entitlements and benefits such as dependency allowance (USD40/dependent), annual leave (30 days per year), sick leave (30 days per year), special leave with pay, maternity and paternity leaves, education grant (75% of maximum USD12,000 per an eligible child for non-residential staff and 5% of the base salary for resident staff), annual health check (subject to budget availability), annual vaccination including Covid-19 vaccines, and more;
  - Non-resident staff members who are relocated to the duty station (Vientiane or Phnom Penh) are granted with a subsidized home leave, shipment of personal effects to and from the duty station up on joining and conclusion of service with the MRC Secretariat.

All MRC Secretariat staff members are subject to a six-month probationary period.

The duration of the assignment of MRC Riparian Professional Staff is up to a maximum 6 years according to 1995 Mekong Agreement.

THE MRCS RESERVES THE RIGHT TO APPOINT A CANDIDATE AT A LEVEL LOWER THAN THE ADVERTIZED LEVEL OF THE POST.

8. REMARKS

The Job Description is subject to revisions by the MRC.

9. INCUMBENT'S SIGNATURE: _____ _____ (date)