JOB DESCRIPTION

Job Title:	**Communication Officer for Press**
Division/Office:	**Office of the CEO**
Salary Level:	**M-11**
Date of Verification (If any):	**April 2018**

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 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 raises 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.

3. 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 FAOs 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.

4. 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.

5. QUALIFICATION REQUIREMENTS

Certificate:	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.
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:	7 years of practical working experience in communications, Journalism, public relations, external relations, social sciences; Work experience with international organizations and media relations;

6. COMPETENCIES

Required Core Competency	Level (1-3) 1 = Required 2 = Desirable 3 = Optional
Knowledge	
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

Skills	
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

Attitudes	
Neutrality and impartiality	1
Good sense of initiative and sound judgment	1
Relation-, network building	1
Creativity	1

7. REMUNERATION

The remuneration package, subject to change, includes:

- **Remuneration:**
  - Annual net base salary exempts from tax by Lao authorities, starting at M-11 Step 1 with **US$ 33,440** 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)