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ก่วนทีสุค

บ้นทีกข้อความ

ส่วนราชการ...สำนักงานบริหารทรัพยากรบุคคล...ส่วนสรรหาและบรรจุแต่งตั้ง...โทร. ๐ ๒๒๔๑ ๗๕๕๕, ๒๘๐๑...
ที่ สบค. ๖๓๗๘...วันที่ ๒๗...เมษายน ๒๕๖๕

เรื่อง...รับสมัครงานตำแหน่งคณะกรรมการตรวจสอบของคณะกรรมการแม่น้ำโขง... กษ.๓๓๗/๒๙เม.๖๕

เรียน...ผู้อำนวยการสำนัก กอ. กลุ่ม ศูนย์ และสถาบัน

ด้วยสำนักงานเลขาธิการคณะกรรมการแม่น้ำโขง (Mekong River Commission Secretariat : MRCS) มีความประสงค์จะรับสมัครงานในตำแหน่งคณะกรรมการตรวจสอบ (Audit Committee) ของคณะกรรมการแม่น้ำโขง ซึ่งมีหน้าที่กำกับดูแล ให้คำแนะนำเกี่ยวกับการบริหารความเสี่ยงขององค์กร การรายงานทางการเงิน การควบคุมและตรวจสอบภายในและภายนอก และอื่นๆ ที่เกี่ยวข้องกับคณะกรรมการแม่น้ำโขง

ทั้งนี้ ผู้มีความสนใจ และมีคุณสมบัติตรงตามที่กำหนด สามารถส่งเอกสารการสมัครงานไปยังสำนักเลขาธิการคณะกรรมการแม่น้ำโขงแห่งชาติไทย หรือทางไปรษณีย์อิเล็กทรอนิกส์ interonwr@gmail.com ภายในวันที่ ๒๙ เมษายน ๒๕๖๕ ซึ่งสามารถ Download เอกสารที่เกี่ยวข้องได้ทาง QR Code ตามเอกสารที่แนบมาพร้อมนี้

จึงเรียนมาเพื่อโปรดทราบ และแจ้งให้ข้าราชการในสังกัดทราบโดยทั่วกัน

(นายณัฐพล วุฒิจันทร์)

ผส.บค.

เรียน...ผอ.ส่วน ผอ.ช.ภาค. และ ทน.๑-๙ บอ.

เพื่อโปรดทราบ และประชาสัมพันธ์ให้ข้าราชการ
ในสังกัดทราบ หากสนใจสามารถส่งเอกสารสมัครไปยัง
สำนักเลขาธิการคณะกรรมการแม่น้ำโขงแห่งชาติไทย

(นางรุ่งนภา ทองศิริ)

ชก.บอ. แทน ผบท.บอ.

๒๙ เม.ย. ๖๕

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ด่วนที่สุด

ที่ นร ๑๔๐๓ (TNMCS)/ว ๒๐๕๖



กระทรวงเกษตรและสหกรณ์
รับที่ ๑๐๓๕๗
วันที่ ๑๖ มิ.ย. ๖๕
เวลา ๐๙.๑๕ น.

สีกต

สำนักเลขาธิการคณะกรรมการแม่น้ำโขงแห่งชาติไทย
สำนักงานทรัพยากรน้ำแห่งชาติ
๘๘/๑๖๘ - ๑๗๐ ถนนวิภาวดีรังสิต
เขตหลักสี่ กรุงเทพฯ ๑๐๒๑๐

๕ เมษายน ๒๕๖๕

เรื่อง รับสมัครงานตำแหน่งคณะกรรมการตรวจสอบของคณะกรรมการธิการแม่น้ำโขง
เรียน ปลัดกระทรวงเกษตรและสหกรณ์

ด้วยสำนักงานเลขาธิการคณะกรรมการธิการแม่น้ำโขง (Mekong River Commission Secretariat: MRCS) มีความประสงค์จะรับสมัครงานตำแหน่งคณะกรรมการตรวจสอบ (Audit Committee) ของคณะกรรมการธิการแม่น้ำโขง (Mekong River Commission: MRC) ซึ่งมีหน้าที่กำกับดูแล ให้คำแนะนำ เกี่ยวกับการบริหารความเสี่ยงขององค์กร การรายงานทางการเงิน การควบคุมและการตรวจสอบภายใน และภายนอก และอื่น ๆ ที่เกี่ยวข้องกับคณะกรรมการธิการแม่น้ำโขง

สำนักเลขาธิการคณะกรรมการธิการแม่น้ำโขงแห่งชาติไทย ในฐานะหน่วยงานกลางในการประสานงาน ภายใต้กรอบความร่วมมือแม่น้ำโขง จึงขอความอนุเคราะห์หน่วยงานของท่านประชาสัมพันธ์เชิญชวน ผู้ที่สนใจ และมีคุณสมบัติตรงตามที่กำหนด โดยส่งเอกสารการสมัครงานมายังสำนักเลขาธิการคณะกรรมการ ธิการแม่น้ำโขงแห่งชาติไทย หรือทางไปรษณีย์อิเล็กทรอนิกส์ interonwr@gmail.com ภายในวันที่ ๒๙ เมษายน ๒๕๖๕ ทั้งนี้ สามารถดาวน์โหลดเอกสารที่เกี่ยวข้อง ได้ทาง QR Code ที่ปรากฏท้ายหนังสือฉบับนี้

จึงเรียนมาเพื่อโปรดพิจารณาให้ความอนุเคราะห์ด้วย จะขอบคุณยิ่ง

ขอแสดงความนับถือ

(นายสุรสิทธิ์ กิตติมณฑล)

เลขาธิการสำนักงานทรัพยากรน้ำแห่งชาติ

เลขาธิการสำนักเลขาธิการคณะกรรมการธิการแม่น้ำโขงแห่งชาติไทย

กองการต่างประเทศ

โทรศัพท์ ๐ ๒๕๕๕ ๑๘๐๐ ต่อ ๑๓๘๒

โทรสาร ๐ ๒๕๒๑ ๘๑๔๗



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MEKONG RIVER COMMISSION AUDIT COMMITTEE CHARTER

The Charter

1. The original Audit Committee Charter of the Mekong River Commission (MRC) has been approved by the MRC Joint Committee in its 25th meeting in November 2018. Upon its establishment, the Audit Committee has reviewed and updated the Charter. The purpose of this Charter is to outline the role, responsibilities, composition and operating guidelines of the Audit Committee.

Role of the Audit Committee

2. The Committee provides independent assurance and assistance to the MRC Council and the MRC Joint Committee on
 - the risk, control, governance and compliance frameworks of the organization;
 - the MRC's external accountability responsibilities particularly to the member countries and development partners, and;
 - other pertinent matters identified by the Council and the MRC Joint Committee.
3. The Committee does not replace or replicate established management responsibilities and delegations, the responsibilities of other executive management groups within the MRC or the reporting lines and responsibilities of either internal audit or external audit functions.
4. The Committee provides prompt and constructive reports on its findings to the Chairperson of the Joint Committee particularly when issues are identified as posing material risk or threat to MRC.
5. The Committee also serves as an avenue of communication between the internal/external audit and the Joint Committee for issues and concerns which need to be clarified by the auditors.

Authority

6. The Audit Committee has no executive powers, unless delegated to it by the MRC Joint Committee.
7. To implement its mandate, the Committee has the authority to:
 - Conduct or authorize investigations into matters within the scope of its authority;
 - Access information, records and personnel of the MRC for such purpose;
 - Request the attendance of any employee including the MRCS Chief Executive Officer at Committee meetings;
 - Conduct meetings with MRC internal and external auditors as necessary;
 - Oversee the work of any public auditing firm contracted by the organization;
 - Resolve any disagreements between management and the auditor regarding financial reporting;

- Retain independent counsel, accountants, or others to advise the Joint Committee or assist in the conduct of an investigations initiated by the Joint Committee.

Membership

8. The members are formally appointed by the Chairperson of the MRC Joint Committee for the period of 36 months as one term. The term may be renewed once; the members will not serve longer than six (6) years. The members may be re-appointed based on the decision of the Joint Committee. To ensure continuity within the Audit Committee, the appointment of members should be staggered.
9. Each member country as well as the MRC Secretariat's nominee is represented in the Audit Committee based on a selection process agreed upon at the Joint Committee level and which takes into consideration the following:
 - The Audit Committee is composed of the Chairman and four Committee members;
 - At least two members shall possess the qualifications of a financial expert in accordance with the Terms of Reference attached to this Charter;
 - None of the members, including the Chairperson be a current employee or consultant of the MRC Secretariat;
 - MRC Secretariat's nominee must not have worked or be connected to the MRC Secretariat in any capacity for the past three years.
 - Age limit for Chairperson and members of AC shall follow the established MRC Personnel Manual.
10. The chairmanship of the Audit Committee will be decided by the independent members of Audit Committee. The AC will notify its decision to the MRC Secretariat and Joint Committee. The term of chairmanship will be for 12 months. The chairmanship will be rotated based on the Audit Committee member's agreed decision.
11. Members are appointed on the basis of personal qualities and skills. As such, proxies or alternates are not permitted if the member is unable to attend meetings.
12. The Member terms and conditions including the duration of appointment and specific duties and responsibilities shall be disclosed in a Letter of Appointment signed by the Chairman of the MRC Joint Committee.
13. Remuneration will be in term of Honorarium. However, mechanism of payment could be decided by the JC based on the MRCS's suggestion.
14. The Chairperson and members shall possess sound communication and strong leadership skills.
15. Termination of membership of MRC Audit Committee:
 - a. Resignation or retirement
 - i. The member must put in writing their intention to resign or retire, indicating the proposed date of termination. The notice must be submitted through the Audit Committee and MRCS HR who will

acknowledge and forward the notice to JC for approval 45 days in advance.

b. Abandonment of service

- i. Failure by a member to advise the Audit Committee of the reason for any absence of 2 or more sequential meeting days, will be considered to be abandonment of service, and the Member will then be deemed to have resigned.

c. Termination due to serious misconduct

- i. The JC may terminate without notice the service of a member found to have engaged in serious misconduct such that would make it unreasonable to require the JC to continue service during a period of notice. Investigation maybe laid out.

Duties and Responsibilities

16. While the Audit Committee must recognize that the Chief Executive Officer is responsible for the management of the MRC Secretariat, the Committee must perform duties and responsibilities pertaining to management concerns related to financial statements, risk management, internal control, performance management, internal audit, external audit, compliance, reporting, and other responsibilities.

17. Financial Statements

The Audit Committee is responsible for oversight of the independent audit of the financial statements, including but not limited to overseeing the resolution of audit findings in areas such as internal control, legal, regulatory compliance, and ethics. MRCS Management is responsible for the preparation and fair presentation of the financial statements.

- Review the appropriateness of accounting policies adopted by MRC and ensure that these are relevant to MRC's specific circumstances;
- Review the appropriateness of significant assumptions and critical judgments made by the management, particularly around estimations which impact on reported amounts of assets, liabilities, income and expenses in the financial statements;
- Review the financial statements for compliance with prescribed accounting and other requirements and whether these are consistent with information known to the Audit Committee members and reflect appropriate accounting principles;
- Review with the management and the external auditors, the results of the external audit and any significant issues identified including all matters required to be communicated to the Audit Committee under generally accepted auditing standards;
- Exercise review by questioning and seeking full and adequate explanations for any unusual transactions and their presentation in the financial statements;
- Analyze the financial performance and financial position and seek explanation for significant trends or variations from budget or forecasts;
- Understand how management develops interim financial information and the nature and extent of internal and external auditors' involvement;

- Review externally audited interim financial reports with management and the external auditors before filing with regulators or with development partners and consider whether they are complete and consistent with information known to committee members;
- Recommend the annual financial statements to the Joint Committee for acceptance.

18. Risk management

To obtain reasonable assurance with respect to the organization's risk management practices, the Audit Committee will:

- Review the enterprise risk management framework for identifying, monitoring and managing significant risks, including fraud;
- Satisfy itself that insurance arrangements and risk treatments adopted are appropriate for the risk management framework;
- Liaise with management to ensure that there is common understanding of the key risks of the MRC and that these are clearly documented in a risk register showing the risks, risk treatments approved for adoption or adopted and the status of adoption;
- Assess and contribute to the audit planning processes relating to the risks and threats to the agency
- Review effectiveness of MRC's Enterprise Risk Management process, particularly risk identification and escalation of strategic risks.

19. Internal Control

To obtain reasonable assurance with respect to the adequacy and effectiveness of the organization's controls in responding to risks within the organization's governance, operations and information systems, the Audit Committee will:

- Review through the internal and external audit functions:
 - adequacy of internal control including information technology security and control
 - whether relevant policies and procedures are in place and up-to-date, including those for the management and exercise of delegations and whether they are complied with.
- Review through the Chief Financial Officer and Director of Administration Division whether the financial internal controls are operating efficiently, effectively and economically;
- Understand the scope of internal and external auditors' review of internal control over financial reporting and obtain reports on significant findings and recommendations together with management responses.

20. Performance management

- Review whether performance management systems are in place to reflect the MRC's role, purpose and objectives as stated in the strategic plan;
- Confirm whether the performance reporting and information uses appropriate benchmarks, targets and trend analysis.

21. Internal Audit

To obtain reasonable assurance with respect to work of the internal audit activity, the Audit Committee will:

- Functionally supervise the internal audit activity. In this connection, the Audit Committee shall;
 - Approve the Internal Audit Charter
 - Approve the risk based internal audit plan and approve the internal audit activity plan which will be the basis for the budget submitted to the Budget Committee;
 - Review and approve the internal audit plan, its scope and progress and any significant changes to it, including any difficulties or restrictions on scope of activities or significant disagreements with management;
 - Review the proposed internal audit plan to ensure that it covers key risks and that there is appropriate coordination with the external auditor;
 - Review the findings and recommendations of the internal audit and the response to them by the management;
 - Review the implementation of internal audit recommendations accepted by the management;
 - At least once a year, review the performance of the internal Auditor;
 - Recommend to MRCS the appointment, replacement or dismissal of the Internal Auditor in line with the policies and procedures established in the MRC Personnel Manual;
 - On a regular basis, meet separately with the Internal Auditor to discuss any matters which must be discussed privately.
- Ensure that there is no material overlap between the internal and external audit functions;
- Review the effectiveness of the internal audit function, including compliance with the Institute of Internal Auditors' International Professional Practices Framework on Internal Auditing consisting of the Definition of Internal Auditing, Code of Ethics and the Standards.

22. External Audit

To obtain reasonable assurance with respect to the work of the external assurance providers the Audit Committee will meet with the external assurance providers during the planning phase of the engagement, the presentation of the audited financial statements and the discussions of the results of engagements and recommendations for management.

- Review the Terms of Reference of the external auditors;
- Review the findings and recommendations based on the external audit/s performed (including performance audits) and the response to them by the management to ensure that these are in line with the Risk Management Framework;

- Review the implementation of the external audit recommendations accepted by the management and where issues remain unresolved ensure that satisfactory progress is being made to mitigate the risk associated with the audit findings;
- Review the performance of external auditors and exercise final approval on the appointment or discharge of the auditors. Approval for the appointment will be made following review of the bid evaluation report prepared by the Secretariat;
- Review the independence of the external auditors by obtaining statements from the auditors on relationships between the auditors and the MRC, including non-audit services and discussing relationships with the auditors;
- On a regular basis, meet separately with the external auditors to discuss any matters that the committee or auditors believe should be discussed privately.

23. Compliance

- Determine whether management has considered legal and compliance risks as part of the MRC's Enterprise Risk Management;
- Review the effectiveness of monitoring done on compliance with applicable laws and regulations;
- Review the findings of any examinations by regulatory agencies or parties funded by development partners;
- Review the process for communicating the code of conduct to MRC personnel and for monitoring compliance;
- Obtain regular updates from the management and the legal counsel regarding compliance matters.

24. Reporting

- Submit Six Monthly reports to the Chairman of the Joint Committee outlining matters that have been considered including its opinions, decisions and recommendations;
- Circulate minutes of Audit committee meetings to the MRC Joint Committee, Audit Committee members and invited guests as appropriate;
- Submit an annual report to the Chairperson of the MRC Joint Committee summarizing the performance and achievements for the previous year, as well as an interim program of the planned activities for the coming year;
- Regularly report to the Chairperson of the Joint Committee about Audit Committee activities, issues and related recommendations.

25. Other Responsibilities

- Perform other activities related to this Charter as requested by the MRC Joint Committee;
- Institute and oversee special investigations as needed;
- Review and assess the adequacy of the Committee Charter annually, requesting approval of the MRC Joint Committee for proposed changes and ensure appropriate disclosure as required by the JC's Rule of Procedures

Updated by the Audit Committee, Oct 2021

- Confirm annually that all responsibilities outlined in this Charter have been carried out;
- Evaluate the Committee's and individual members' performance on a regular basis.

26. Organization of Meetings

- The Audit Committee shall hold at least four meetings per year or more frequently as the Committee deems necessary. The time frame between meetings should not exceed four months;
- The quorum of the Audit Committee will be four (4) members;
- The Rules of Procedures adopted by the Council of the MRC shall serve as guide particularly in procedures pertaining to Notice and Agenda; Attendance, Assistants, Advisors, Observers; Unanimity Rules; Minutes, Resolutions; Implementation of Policies and Decisions; and Request for Approval.

Reviewed by the Audit Committee

27 October 2021



Dirk Overweg
Chair Audit Committee

Terms and Condition of Appointment for MRC Audit Committee Members

Introduction

This document sets out the terms and conditions of appointment for MRC audit committee members appointed by the MRC Joint Committee (Appointees) and may be amended by MRC Joint Committee (JC) at its discretion.

Part I: Terms and Conditions

1.1 Appointment Mechanism

Appointments are made by MRC Joint Committee, on the recommendation of the MRC Member Countries and MRC Secretariat, through a Joint Committee Meeting based on the MRC Audit Committee Charter approved by the MRC Council in Halong City, Viet Nam on 28th-29th November 2018.

1.2 Tenure of Appointment

Appointees serve at the pleasure of the MRC Audit Committee. An appointment may be terminated at any time without prior notice and without any further compensation.

1.3 Date of Appointment

The acceptance of the MRC Audit Committee Member Appointment letter is the effective date for the appointment.

1.4 Acceptance of Appointment

To accept the appointment, Appointees must return a signed copy of the Appointment Acceptance letter to the MRC Secretariat within 14 days of receiving it or date specified in the letter. By signing the Letter of Appointment, the Appointee attests that he or she has read the Terms and Conditions of Appointment, agrees to be bound by them, and accepts the appointment.

1.5 Term and Renewal

Unless otherwise stated, terms are for a period of Three (3) years, and may be renewed once, at the discretion of the MRC JC, for an additional period of maximum three years. The total term will not exceed six (6) years.

1.6 Resignation

When an Appointee resigns, a letter of resignation must be sent to the Chair of the MRC JC and CC Chair of the MRC Audit Committee and MRC Secretariat 45 days in advance (calendar day). The letter should state the explicit reason for the resignation (i.e., personal reason, disagreement with a person or action, conflict of interest).

1.7 Compensation

Remuneration will be provided on an honorarium and/or per diem basis, according to Schedule below.

Schedule 1: Honorarium Rates for Audit Committee Members		
	USD/Workday	Remarks
Honorarium	\$350	
DSA		MRC DSA Policy applied and based on actual location and time.

1.8 Business Travel and Other Expenses

The MRC Travel Directive, as it applies to the MRC, shall govern the reimbursement of travel expenses incurred by Appointees. Other necessary incidental and reasonable out-of-pocket expenses, directly related to the exercise of duties as an Appointee, will be reimbursed at cost. Flight may be booked and arranged by the MRC Secretariat in advance and only economy airfare is allowed.

Part II: Terms of Service

2.1 Meetings

Appointees shall attend and participate in MRC audit committee meetings with at least one physical meeting per year to be held in the National Capital region as arranged by the Chair. Appointees shall also attend and participate in other meetings or teleconferences as needed. In addition, the Appointees shall prepare written submissions, reports and analysis; participate in and contribute to presentations, briefings and assessments; and perform other related duties as may be required.

MRCS shall provide the necessary logistical support to the Audit Committee meetings.

2.2 Expectations

As a member of the audit committee, Appointees must:

- Act honestly and in good faith in the public interest;
- Become thoroughly familiar with the role and responsibilities of an audit committee member by reviewing pertinent policies, directives and documents such as the "Charters, Manuals, MRC Rule and Procedure, Mekong Agreement 1995 and other relevant documents";

- Attend all audit committee and related meetings and actively participate by being prepared in advance, fostering a culture of open, candid and direct communication and asking probing questions;
- Be accountable to the MRC JC for providing sound counsel and constructive challenge and exercising due diligence;
- Contribute to the development of an audit committee Charter or Terms of Reference, the annual audit committee plan and the annual audit committee report;
- Participate, as required, in a self-assessment of the performance of the audit committee during the previous period; and
- In the occurrence of disputes or disagreements which reflect on the integrity of operations of the MRC, vigorously pursue avenues of resolution;
- Overseeing the work of internal auditor and external auditors;

2.3 Roles and Responsibilities

Appointees shall have the following roles and responsibilities, as described in the MRC Audit Committee Charter:

1. Values and Ethics:

Review and report, at least annually, on promote public service values and to ensure compliance with laws, regulations, policies, and standards of ethical conduct.

2. Risk Management:

Review and report, at least annually, on the corporate risk profile and MRC risk management arrangements and identify risk and update risk register.

3. Management Control Framework:

Review and report, at least annually, on divisions internal control arrangements, including the adequacy of management-led audit.

4. Internal Audit Function

- Recommend, and regularly review, an Internal Audit Charter or Policy on Internal Audit for approval by the MRC JC;
- Regularly review the adequacy of resources of the internal audit function;
- Review and recommend for approval the risk assessment and the internal audit plan prepared by the Internal Auditors;
- Regularly review the performance of the internal audit function;
- Advise the MRC JC and MRC Secretariat on the appointment and performance appraisal of the Internal Auditors;
- Receive and recommend for approval internal and external auditing reports and management action plans to address recommendations; and
- Be aware of audit engagements or tasks that do not result in a report to the committee and be informed of all matters of significance arising from such work.

5. Follow-up on Management Action Plans

- Ensure that there are effective arrangements in place to monitor and follow-up on management action plans responding to recommendations from internal audits, external audits, or other sources; and
- Periodically receive reports from management on actions taken.

6. Financial Statements and Public Accounts Reporting

Review the MRC financial statements with management and all significant accounting estimates and judgments therein and recommend to the MRC JC whether they should be accepted. MRCS Management is responsible for the preparation and fair presentation of the financial statements.

When the MRC financial statements are audited, review:

- The audited financial statements with the external auditor and senior management, discuss any significant adjustments to the statements required as a result of the audit, and any difficulties or disputes with management encountered in the course of the audit;
- Management letters arising from the external audit of the MRC's financial statements or the Public Accounts;
- The auditor's findings and recommendations relating to the internal controls in place for financial statement reporting; and
- The performance of the external auditor.

7. Risk and Accountability Reporting

Review the following to ensure that, to the best knowledge of the Appointee, there are no material misstatements or omissions in:

- The MRC Corporate Risk profile;
- The Report on Plans and Priorities;
- The MRC Performance Report; and
- Other significant accountability reports.

2.4 Roles and Responsibilities of Committee Chairs

In addition to the expectations and the roles and responsibilities of the members described above, the audit committee member, appointed as the Chair, shall have the additional roles and responsibilities:

1. Oversee and lead in the preparation and presentation of:

- The periodically reviewed and reaffirmed Audit Committee Charter or Terms of Reference which outlines the committee's role, responsibilities and operations, for approval of the MRC JC, and
- An annual audit committee plan to ensure that the committee's ongoing responsibilities are scheduled and fully addressed
- An annual audit committee report to the MRC JC which:
 - Summarizes the committee's activities undertaken and the results of its reviews

- Provides the committee's assessment of the MRC's system of internal controls
- Document any significant concerns the committee may have in relation to the MRC's risk management, controls and accountability process
- Provides the committee's assessment of the capacity and performance of the internal audit function
- Provides, as needed, recommendations for the improvement of risk management, controls and accountability processes, including recommendations for the improvement of the MRC internal audit function
- An annual self-assessment report to gauge the performance of the committee in its ability to deliver on its Charter or Terms of Reference and on its contribution to the MRC.

2. Oversee audit committee pre-meeting mechanics, including:

- Establishing the agenda
- Ensuring the timely distribution of pre-meeting materials
- Holding pre-meetings as required
- Encouraging attendance by members and others as required

3. Chair audit committee meetings, including:

- Ensuring sound management of the meeting and the agenda
- Encouraging open and meaningful participation of the members
- Managing conflicting positions and points of view
- Seeking consensus and agreement
- Initiating and conducting in (video conference, skype call) individual/group meetings with the CEO, Directors, Chief Finance Officer, (if applicable) the Senior Financial Officer, the Internal Auditor as required.

4. Support a positive culture by:

- Providing a model of behavior and conduct
- Openly accepting and embracing the expectations, roles and responsibilities of a member
- Encouraging respect and trust amongst members
- Supporting open, candid and direct communications amongst members and with management
- Respecting differences of opinion
- Committing to good governance and a team spirit
-

2.5 Duty to Inform and Duty to Resign—Disagreement

In the event that a regular member of an audit committee has a difference of opinion with another member that cannot be resolved by the Chair or if the member has an unresolved difference of opinion with the Chair and provided that the difference of opinion, from the perspective of the Appointee, has, or could have, a material, negative impact on the fairness of reported information or on the integrity of operations of the MRC or involves the

questionable behaviour of an individual then the Appointee shall bring the issue forward for resolution, as follows:

- The Appointee shall bring the issue to the attention of the MRC JC within a reasonable timeframe.
- If the event that the MRC JC is unable to resolve the issue and if the Appointee is of the opinion that the issue still remains, the Appointee has a duty to resign.

Part III: Conflict of Interest and Fraud Prevention and Anti-Corruption (FPAC) Mechanism for MRC Audit Committee Members Appointed by the MRC JC

3.1 Object

The object of the Code is to enhance public confidence in the integrity of audit committee members and the decision-making process in inter-government bodies

- while encouraging experienced and competent persons to seek and accept appointment;
- while facilitating interchange between the private and public sectors;
- by establishing clear rules of conduct respecting conflict of interest and post-employment practices for Appointees; and
- by minimizing the possibility of conflicts arising between the private interests and public duties of Appointees and providing for the resolution of such conflicts in the public interest, should they arise.

3.2 Principles

Appointees are required to perform their duties in the public interest. MRC Fraud Prevention and Anti-Corruption (FPAC) Mechanism sets standards to maintain and enhance public confidence in the integrity of Appointees. It sets out principles to avoid real or apparent conflicts between their private interests and public responsibilities.

Ethical Standards

Appointees shall act with honesty and uphold the highest ethical standards so that public confidence and trust in the integrity, objectivity and impartiality of government are conserved and enhanced.

Public Scrutiny

Appointees have an obligation to perform their official duties and arrange their private affairs in a manner that will bear the closest public scrutiny, an obligation that is not fully discharged by simply acting within the law of the 4 countries.

Decision Making

Appointees, in fulfilling their official duties and responsibilities, shall make decisions in the public interest and with regard to the merits of each case.

Private Interests

Appointees shall not have private interests that would be affected particularly or significantly by government actions in which they participate.

Public Interest

On appointment, and thereafter, Appointees shall arrange their private affairs in a manner that will prevent real, potential or apparent conflicts of interest from arising, but if such a conflict does arise between the private interests of an Appointee and the official duties and responsibilities of that Appointee, the conflict shall be resolved in favour of the public interest.

Private Gain

The Appointee's work should not result in any personal or private financial or other substantive gain for the Appointee or for families or businesses in which the Appointee has an interest. (Private gain does not include honorarium and per diem payments received as an audit committee member.)

Duty to Disclose

The Appointee must inform the Chair of MRC Audit Committee and MRC JC of any circumstance that may have a negative or harmful effect on the Appointee's abilities to perform the duties required of the Appointment.

Duty to Inform and Duty to Resign—Conflict of Interest

Independence is demonstrated by the absence of real and perceived direct and indirect personal and financial interest of the Appointee or members of his or her family and business associates and competitors AND the personal capacity and behaviour of the Appointee to engage the management, internal auditor, and external auditors in demanding explorations of MRC practices and areas of concern. It extends to seeing this principle through to standing by one's challenge to reports or practices held to be incompatible with the facts or to acceptable practices—even when colleagues on the committee may be inclined to defer. The consequence of this is the duty to inform the MRC JC directly in such a case. Protection of independence may result in a mutual agreement to terminate the appointment.

Gifts, Hospitality and Benefits

Appointees and their families shall not solicit or accept transfers of economic benefit, other than incidental gifts, customary hospitality, or other benefits of nominal value, unless the transfer is pursuant to an enforceable contract or property right of the Appointees.

Preferential Treatment

Appointees shall not use their position to assist private entities or persons where this would result in preferential treatment to any person.

Insider Information

Appointees shall not knowingly take advantage of, or benefit from, information that is obtained in the course of their official duties and responsibilities and that is not generally available to the public.

MRC Property

Appointees shall not directly or indirectly use, or allow the use of, MRC property of any kind, including property leased to the MRC, for anything other than officially approved activities.

Post-Service

Appointees shall not act, after their appointment terms, in such a manner as to take improper advantage of their previous appointment. Furthermore, Appointees shall not make representations to, or solicit business from MRC with which they have been engaged as audit committee members for a period of one (1) year post-engagement.

Fundraising

Appointees are not to personally solicit funds from any person, group, organization or corporation where such fundraising could place Appointees in a position of obligation incompatible with their public duties.

Part IV: Other Requirements**4.1 Basis and Method of Payment**

Unless otherwise stated, the Appointee shall be paid a firm honorarium of 350 USD per day and applicable per diem rate for performing the duties and responsibilities of an audit committee member, in accordance with Section 1.8.

For virtual meetings: one day for the meeting and one day for preparation and follow-up.
For physical meetings: one day per meeting day and two days preparation and follow-up; plus if applicable travel days.

The AC Chair is entitled to one extra day per meeting.

Should a particular meeting require more effort, the AC members may submit timesheets and be compensated for the extra work done based on the rate mentioned above. Should the work required in a calendar year exceed 14 days, the concerned AC member will request prior budget approval from MRCS.

Travel and living expenses, properly and reasonably incurred by Appointees in providing services as audit committee members and authorized by the MRC JC Chair, will be reimbursed at cost, with no mark up.

Other incidental expenses such as long distance telephone calls, document copying costs, etc., reasonably and properly incurred as part of the duties of audit committee members, shall be reimbursed at cost without mark up.

4.2 MRC Point of Contact

With respect to this appointment, a “point of contact” shall be named and identified to the Appointee. The point of contact shall be the representative of the MRC Secretariat to which the Appointee has been assigned. The point of contact shall have the responsibility of identifying and managing the number of days of service that are expected to be provided and of offering assistance to the Appointee with respect to administrative matters concerning the appointment and shall be the person to whom the Appointee shall send claims for payment. The Appointee should contact the point of contact for any administrative issue.

4.3 Non-Disclosure of Information

During the term of the appointment, the Appointee may gain access to MRC protected or classified information, including such things as financial statements, strategic plans and Member Countries documents. The Appointee shall hold all such protected or classified information in strict confidence.

Unless otherwise agreed by the MRC Secretariat and MRC JC, the Appointee shall not disclose, copy, transmit or provide protected or classified information to a third party. In addition, the Appointee shall not discuss or disclose the operations, decisions or recommendations of the audit committee to third parties.

I hereby certified that I have read and understand all the conditions set above.

Signature of Appointee: _____ Date: _____



Mekong River Commission
For Sustainable Development

Call for Audit Committee nominations

Title:	MRC Audit Committee Members
Duration:	01 March 2022 to February 2025 One three-year term renewable with a maximum of Two three-year terms
Duty Station:	MRC Secretariat Office in Vientiane
Reporting to:	Six-month reports to the Chairman of the Joint Committee (JC)
Expected Deliverables:	Six monthly and Annual Reports
Open to	Nationals of Riparian Member Countries

1. Background: 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, Laos, Thailand and Vietnam. In accordance with this Agreement, the mission of the 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.”

The MRC has a three-fold governance structure, consisting of the Council as the highest-level decision-making body (at ministerial level), the Joint Committee (JC) and the MRC Secretariat (MRCS) – complemented by National Mekong Committees (NMCs) in each MRC Member Country (MC). The MRCS is the operational arm of the MRC. It provides technical and administrative services to the JC and the Council to achieve the MRC’s mission. The office of the Secretariat is in Vientiane (OSV), Lao PDR, and a Regional Flood Mitigation and Management Centre is based in Phnom Penh, Cambodia.

Currently, the MRC Joint Committee does not have an oversight body under it which will provide technical advice in matters related to financial management particularly fund management; financial reporting, internal control, internal and external auditing, among others. This concern will be addressed through an Audit Committee whose membership will be composed of a chairman and five Committee members selected by the Joint Committee.

2. Role of an Audit Committee

- 2.1 The Committee provides independent assurance and assistance to the MRC Council and the MRC Joint Committee on:
- the risk, control, governance and compliance frameworks of the organization;
 - the MRC's external accountability responsibilities particularly to the member countries and development partners, and;
 - other pertinent matters identified by the Council and the MRC Joint Committee.
- 2.2 The Committee does not replace or replicate established management responsibilities and delegations, the responsibilities of other executive management groups within the MRC or the reporting lines and responsibilities of either internal audit or external audit functions.
- 2.3 The Committee provides prompt and constructive reports on its findings to the Chairperson of the Joint Committee particularly when issues are identified as posing material risk or threat to MRC.
- 2.4 The Committee also serves as an avenue of communication between the internal/external audit and the Joint Committee for issues and concerns which need to be clarified by the auditors.

3. Authority

- 3.1 The Audit Committee has no executive powers, unless delegated to it by the MRC Joint Committee.
- 3.2 To implement its mandate, the Committee has the authority to:
- Conduct or authorize investigations into matters within the scope of its authority;
 - Access information, records and personnel of the MRC for such purpose;
 - Request the attendance of any employee including the MRCS Chief Executive Officer at Committee meetings;
 - Conduct meetings with MRC internal and external auditors as necessary;
 - Oversee the work of any public auditing firm contracted by the organization;
 - Resolve any disagreements between management and the auditors (internal and external) regarding financial reporting;
 - Retain independent counsel, accountants, or others to advise the Joint Committee or assist in the conduct of an investigations initiated by the Joint Committee.

4. Main tasks and responsibilities

Detailed tasks and responsibilities of the Audit Committee are described in the Audit Committee Charter attached. This summary below of overall responsibilities covers:

- 4.1 **Financial Statements** : Ensure reliability of financial information used for information and decision-making of its stakeholders.
- 4.2 **Risk management**: Review the enterprise risk management framework for identifying, monitoring, and managing significant risks, including fraud.
- 4.3 **Internal Control**: Review the internal and external audit functions that are the adequacy of internal controls and whether relevant policies and procedures are in place.
- 4.4 **Performance management**: Review whether performance management systems, including the reporting system, are in place to reflect the MRC's role/purpose and objectives as stated in the strategic plan as well as use appropriate benchmarks, targets, and trend analysis.
- 4.5 **Internal Audit** : (-) Functional supervises the internal auditors' work and internal audit activities, including the approval of the internal audit charter, the internal audit plan, and internal audit reports and (-) Review the performance of the internal auditor and the internal audit function to ensure compliance with the Institute of Internal Auditor's International Professional Practices Framework on Internal Auditing consisting of the Definition of Internal Auditing, Code of Ethics, and the Standards.
- 4.6 **External Audit**: Review work and performances of the external auditors, including review of TOR for external auditors and review of external audit findings and recommendations to ensure these are in line with the Risk Management Framework.
- 4.7 **Compliance**: (-) Determine whether management has considered legal and compliance risks as part of the MRC's Enterprise Risk management and (-) Review the effectiveness of monitoring done on compliance with the MRC code of conduct, laws, regulations and country policies.
- 4.8 **Reporting**: Six monthly and annual reports for submission to the Joint Committee and stakeholders.
- 4.9 **Other Responsibilities**: Perform other activities related to this Charter as requested by the MRC Joint Committee.

5. **Committee membership terms and conditions**

- 5.1 The Member terms and conditions including the duration of appointment and specific duties and responsibilities shall be disclosed in a Letter of Appointment signed by the Chairman of the MRC Joint Committee.
- 5.2 The members, including the Committee Chair, are formally appointed by the Chairperson of the MRC Joint Committee for the period of 36 months as one term. The members maybe re-appointed based on the decision of the Joint Committee.
- 5.3 Each member country as well as the MRC Secretariat's nominee is represented in the Audit Committee based on a selection process agreed upon at the Joint Committee level and which takes into consideration the following:
 - The Audit Committee is composed of the Chairman and four Committee members;
 - At least two members shall possess the qualifications of a financial expert in accordance with the Terms of Reference attached to this Charter;

- None of the members, including the Chairperson be a current employee or consultant of the MRC Secretariat;
- MRC Secretariat's nominee must not have worked or be connected to the MRC Secretariat in any capacity for the past three years;
- Age limit for Chairperson and members of AC shall follow the established MRC Personnel Manual.
- The chairmanship of the Audit Committee will be decided by the independent members of Audit Committee and will notify to the MRC Secretariat and Joint Committee. The term of chairmanship will be for 12 months. The chairmanship will be rotated based on the Audit Committee member's agreed decision.

5.4 Members are appointed on the basis of personal qualities and skills. As such, proxies or alternates are not permitted if the member is unable to attend meetings.

6. Qualifications

6.1 Must be possessed by all Nominees

- **Independence and objectivity:** he /she must exhibit an impartial and unbiased attitude and must be free from interference from internal and external sources which may influence the result of work performed. To ensure this, the Nominee must not have been connected in any capacity with the MRC Secretariat or Joint Committee as an employee, officer, compensated adviser or consultant and supplier/contractor. The Nominee must not be related by affinity or consanguinity up to the second degree with any MRC official or Committee member. The selected member must execute a Statement of Independence and Objectivity upon assumption of membership and yearly thereon until his/her term ends.
- **Integrity:** must perform work with honesty, diligence and responsibility; observes the law and makes disclosures must not knowingly be a party to any illegal activities or engage in acts that are discreditable to the Audit Committee and his profession. The Joint Committee through will perform background checks on the reputation and character of the nominees as considered necessary.
- **Proficiency:** Proficiency is a collective term that refers to the knowledge, skills, and other competencies required to effectively carry out their professional responsibilities. Apart from possessing the required educational and experience requirements discussed in section 6.2, he/she must have:
 - ✓ a capacity to dedicate sufficient time and energy to the committee work at hand
 - ✓ an understanding of the MRC business and services
 - ✓ an understanding of risks and controls not necessarily that of the MRC's
 - ✓ an ability to read or understand basic financial statements; ask pertinent questions about them, and interpret and evaluate answers

- ✓ an ability to give direct and honest opinions
- ✓ inquisitiveness and independent judgment
- ✓ an ability to offer different perspectives and constructive suggestions

- **Fluency in spoken and written English** is required to avoid misinterpretation and miscommunication when deliberating issues and concerns and to fast track consensus building and decision making.

- **An informal interview** may be conducted to test certain aspects of proficiency as considered necessary by the MRC Secretariat.

6.2 Education requirements for Financial experts (two members required)

Advanced university degree (Master's Degree or equivalent) in finance, accounting, business administration or related field. Professional qualification in accountancy (e.g. Chartered Accountant or Certified Public Accountant) is desirable. A first-level university degree with an additional two (2) years of relevant experience may be accepted in lieu of an advanced university degree.

6.3 Education requirements for other Members

Advance university degree (Masters degree) or equivalent in other fields of study with two years of relevant experience in auditing and financial management work can be accepted.

6.4 Experience requirements for Financial experts

A minimum of 15 years experience as a senior official/principal in the field of auditing; finance; accounting or related area, including at least five years work at the international level.

6.5 Experience requirements for other Members

A minimum of 15 years as a senior practitioner of his/her profession or has been connected with the MRC in a senior official capacity for at least five years. It must be emphasized though that as noted in section 5.3, he/she must not have been connected with the MRC for the last three years before his appointment.

7. Compensation

The Chairman and the Audit Committee members are only entitled to meeting per diems during official meetings called by the Chairman and to travel costs including incidental expenses and per diems for traveling from and to their country of residence (to Vientiane Laos and back).

Meetings are to be held at least four times a year or as required by the Chairman of the Audit Committee.

Confidential



Mekong River Commission

For Sustainable Development

เอกสารแนบ ๕

Photo

MRC PERSONNEL HISTORY FORM

Application sources: <input type="checkbox"/> MRCS website <input type="checkbox"/> other websites/sources (please specify)				
Family Name: -----		Given Names: -----		Title: Dr./Mr./Ms. -----
Date of Birth: (dd/mm/yy)		Place of Birth:	Current Nationality(ies):	Gender: M <input type="checkbox"/> F <input type="checkbox"/>
Permanent Address: (registered address)		Current Address: (usual address where family is regularly residing):		E-mail: Telephone: Mobile:
Telephone:		Telephone:		
Marital Status: <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Divorced <input type="checkbox"/> Widowed <input type="checkbox"/> N/A				
Family Members: (Spouse and legal children)				
Full Name	Date of Birth	Nationality	Occupation/Position and Name of Organisation or Company	Relationship
Name of person to be notified in case of emergency. Please provide complete contact address/ telephone numbers. Full Name: Relationship: Telephone Number: Address:				
Do you have any objection to our inquiries to your current or most recent employer? Yes <input type="checkbox"/> No <input type="checkbox"/> If no, please provide below information: Name: Position: Contact number/email address:				
MRC employment history: Have you ever been an employee of MRCS; or hired by MRCS as a consultant, temporary staff, contractual, or others; or NMCS? If yes, please indicate position, type of employments, periods, and remuneration rates.				
Position	Type of employment(Fixed term/SC/SSA)	Period from to (dd/mm/yy)	Rate	

Referees: Please give details of three people, who are familiar with your working experience, working style, qualifications, attitude, and etc, and whom the MRC may contact at any time, preferable your direct supervisors or co-workers:

Full Name/Position/Relationship	Full Address	E-mail and Telephone Contacts

Availability: If you were selected for the position applied, how soon will you be available to start works after the notification?

Are you physically able and willing to travel?

By Car: Yes No By Air: Yes No

I certify that the statements made by me in this application form are true, complete, and correct to the best of my knowledge and belief. Permission is given to the MRC to make such investigations as necessary on the information provided. I understand that any misrepresentation or material omission made herein or in any other document requested by the MRC can render a staff member liable to termination of service or dismissal.

Signature

Date

Remark: You will be requested to supply documentation/evidence which supports your statements above-mentioned if you are offered the position.

**ประกาศรับสมัคร ตำแหน่งคณะกรรมการตรวจสอบ
สำนักงานเลขาธิการคณะกรรมการแม่น้ำโขง**

ตำแหน่งคณะกรรมการตรวจสอบ สำนักงานเลขาธิการคณะกรรมการแม่น้ำโขง มีวาระ ๓ ปี

คุณสมบัติเบื้องต้นของผู้สมัคร

สัญชาติ	ไทย
คุณสมบัติ	เป็นผู้มีความรู้ความสามารถด้านตรวจสอบภายใน การควบคุมภายใน การเงิน การบริหาร ความเสี่ยง หรือ เป็นผู้มีความรู้ความเข้าใจเกี่ยวกับการบริหารองค์กรของสำนักงานเลขาธิการ คณะกรรมการแม่น้ำโขง โดยมีคุณสมบัติอย่างใดอย่างหนึ่ง ตามข้างล่างนี้
คุณวุฒิ	<p>๑.๑ <u>กรณีเป็นผู้เชี่ยวชาญด้านการตรวจสอบภายใน การเงิน หรือบัญชี</u></p> <p>๑.๑.๑ ปริญญาตรีขึ้นไปในสาขาวิชาการเงิน บัญชี การบริหารธุรกิจ หรือสาขาที่เกี่ยวข้อง</p> <p>๑.๑.๒ ผู้ที่ได้รับใบอนุญาต Chartered Accountant หรือ Certified Public Accountant จะได้รับการพิจารณาเป็นพิเศษ</p> <p>๑.๑.๓ มีประสบการณ์ในการทำงานในด้านการเงินและบัญชี และ/หรือการตรวจสอบ บัญชีไม่น้อยกว่า ๑๕ ปี</p> <p>หรือ</p> <p>๑.๒ <u>กรณีเป็นผู้มีความรู้ความเข้าใจเกี่ยวกับการบริหารองค์กรของสำนักงานเลขาธิการ คณะกรรมการแม่น้ำโขง</u></p> <p>๑.๒.๑ ปริญญาตรีขึ้นไป</p> <p>๑.๒.๒ มีประสบการณ์ในการทำงานในด้านการเงินและบัญชี และ/หรือการตรวจสอบ บัญชีไม่น้อยกว่า ๒ ปี</p> <p>๑.๒.๓ มีประสบการณ์การทำงานไม่น้อยกว่า ๑๕ ปี และมีความรู้ความเข้าใจเกี่ยวกับการบริหารองค์กรของสำนักงานเลขาธิการคณะกรรมการแม่น้ำโขงอย่างดี หรือมีประสบการณ์ในการทำงานร่วมกับสำนักงานเลขาธิการคณะกรรมการ แม่น้ำโขงอย่างน้อย ๕ ปี</p>
คุณสมบัติเฉพาะ	<p>๑. ไม่เป็นผู้ที่มีสัญญาจ้างกับของสำนักงานเลขาธิการคณะกรรมการแม่น้ำโขง หรือมีสัญญาแต่สิ้นสุดแล้วไม่น้อยกว่า ๓ ปี</p> <p>๒. สามารถใช้ภาษาอังกฤษได้ดี ทั้งการฟัง พูด อ่าน และการเขียน</p>
ระยะเวลาดำรงตำแหน่ง	๓๖ เดือน ขยายได้ไม่เกิน ๑ ครั้ง
ค่าตอบแทน	๓๕๐ เหรียญสหรัฐต่อวันทำงาน และมีค่าเบี้ยเลี้ยงและค่าเดินทางตามระเบียบของคณะกรรมการแม่น้ำโขง (วันทำงานมากที่สุด โดยประมาณ ๔๐ วัน ต่อ ปี)

เอกสารที่เกี่ยวข้อง

1. Revised MRC Audit Committee Charter_Nov 2021
2. Revised Terms and Condition of AC_Nov 2021
3. Updated the Call for Audit Committee Nominations Nov2021
4. Personal History Form

การสมัคร

ระหว่างวันที่ ๑ ถึง ๒๙ เมษายน ๒๕๖๕

โดยให้ผู้สมัครจัดส่งเอกสารที่ลงนามรับรองทุกฉบับ โดยมีต้นฉบับ ๑ ชุด และสำเนา ๖ ชุด ดังนี้

๑. ใบสมัคร (Personal History Form) ตามเอกสารแนบ
๒. CV ที่แสดงถึงคุณสมบัติ ข้อ ๑ (๑.๑ หรือ ๑.๒), ๒, และ ๓ ของผู้สมัคร เป็นภาษาอังกฤษ
๓. หลักฐานการศึกษา
๔. สำเนาบัตรประชาชน หรือ หนังสือเดินทาง
๕. หลักฐานแสดงความสามารถทางภาษาอังกฤษ
๖. และเอกสารต่างๆ ที่เกี่ยวข้อง เช่น Chartered Accountant, Certified Public Accountant และ อื่นๆ

มายัง

สำนักงานเลขาธิการคณะกรรมการแม่น้ำโขงแห่งชาติไทย
อาคารจุฑามาศ เลขที่ ๘๘/๑๖๘-๑๗๐ ถนนวิภาวดีรังสิต
แขวงตลาดบางเขน เขตหลักสี่ กรุงเทพฯ ๑๐๒๑๐.

หรือทางไปรษณีย์อิเล็กทรอนิกส์ interonwr@gmail.com ภายในวันที่ ๒๙ เมษายน ๒๕๖๕ โดยการส่งทางไปรษณีย์จะพิจารณาวันที่ประทับตราไปรษณีย์เป็นสำคัญ

หลักเกณฑ์และวิธีการคัดเลือก:

คณะกรรมการคัดเลือกฯ จะดำเนินการคัดเลือกโดยการประเมินจากเอกสารข้อมูลจากผู้สมัครส่งมา ซึ่งใช้วิธีการสอบข้อเขียนและสอบสัมภาษณ์ หรืออาจกำหนดวิธีอื่นใดเพิ่มเติมด้วยก็ได้ ทั้งนี้ คณะกรรมการคัดเลือกฯ ขอสงวนสิทธิ์ในการพิจารณาคัดเลือก การกำหนดเกณฑ์การประเมินและยกเลิกการรับสมัครคัดเลือกครั้งนี้ได้ตามที่เห็นสมควร

การประกาศ วัน เวลา และสถานที่สอบ

กรณีที่มีการสอบข้อเขียนและสอบสัมภาษณ์ หรือด้วยวิธีการอื่นใดเพิ่มเติมด้วยนั้น จะแจ้งวัน เวลา และสถานที่สอบให้ผู้สมัครที่ผ่านการประเมินจากเอกสารข้อมูลจากผู้สมัครส่งมา ได้ทราบล่วงหน้าทางเว็บไซต์สำนักงานทรัพยากรน้ำแห่งชาติ (<http://www.onwr.go.th/>) และเว็บไซต์สำนักเลขาธิการคณะกรรมการแม่น้ำโขงแห่งชาติไทย (<http://www.tnmc-is.org/>)