



Mekong River Commission

For Sustainable Development

VACANCY (Re-announcement)

The Mekong River Commission (MRC) is the inter-governmental organization, working with the governments of Cambodia, Lao PDR, Thailand, and Vietnam to address their common interests, jointly manage shared water resources and promote the sustainable development of the Mekong River.

As a regional facilitating and advisory body governed by water and environment ministers of the four countries, the MRC aims to ensure that Mekong water resources are managed and developed in the most efficient and sustainable manner for the mutual benefits all Member Countries and that harmful impacts on people and the environment in the Lower Mekong River Basin are minimised.

Besides the competitive salary and benefit package, the MRC offers a challenging and rewarding international working environment where staff members have opportunities to be exposed to multi-dimensional development disciplines, interacting with regional and international colleagues and partners, as well as receiving capacity and professional development in regional and international meetings, forums and conferences. Many professionals have secured excellent employment positions after their service with the MRC.

The MRC Secretariat is now recruiting a highly qualified candidate for the position of:

Procurement Officer

Division/Office:	Administration Division
Salary Level:	M-11, Step 1 <i>(Competitive salary and benefits package as mentioned in the Job Description)</i>
Work Location:	Mekong River Commission Secretariat, Vientiane, Lao PDR
Contract Type/ Duration:	Fixed-term Appointment/One-year contract with annual renewal for a maximum of six years
Date posted:	20 July 2026
Closing date:	13 August 2026

Only nationals of Cambodia, Lao PDR, Thailand and Viet Nam are eligible to apply.

Job Summary:

The job holder is responsible for the procurement of MRC goods, services and works. He or she is responsible for undertaking procurement procedures, drafting of the resulting contracts and ensures that deliveries, payments, execution of bank guarantees and other financial contract instruments are done according to the contract modalities.

Job Requirements:

Certificate:	• University degree (bachelor or higher) in one or more of the following disciplines: business administration, management or business law. A Master degree is desirable.
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:	• Seven years of progressive experience in procurement related position and experience of contract preparation preferably in an international/ regional development cooperation context; • Experience in freight forwarding, shipping and custom clearance is an advantage; • Experience in contacting in-bound and out-bound suppliers

The MRC is an equal opportunity employer. The organization welcomes applications from all qualified candidates. Women are especially encouraged to apply. Besides required qualifications, immediate availability will be considered as an advantage to the selection process. Interested applicants may find more information about each position through the Job Description, which is located at the bottom of this page. Due to the high number of applications that we receive, we regret that only short-listed candidates will be notified and invited for an interview.

Application Procedures:

The application, **in a single PDF file**, must include:

- a) A cover letter (not longer than 1.5 pages) that outlines clearly how the candidate meets the requirements of the position.
- b) A detailed CV that must not be longer than five (5) pages.
- c) An Application Form by registering at the following: [MRC APPLICATION LINK](#)
- d) Job Description: [JD LINK](#)