

## **Vacancy Notice**

for the position of

### **Secretary of the International Sava River Basin Commission**

The International Sava River Basin Commission (Sava Commission) invites interested candidates to apply for the post of the Secretary of the Sava Commission.

The applicant must send a letter of application, *curriculum vitae* (using the Sava Commission CV form) and three reference letters to

Secretariat of the International Sava River Basin Commission  
Kneza Branimira 29, 10 000 Zagreb, Hrvatska  
Reference: Job Application

or by e-mail to: [isrbc@savacommission.org](mailto:isrbc@savacommission.org)

**The closing date for submission of applications for this call is Monday, January 18, 2016. Complete applications will be considered only.**

The letter of application, curriculum vitae and reference letters can be written in English or in any of the official languages of the member countries of the Sava Commission.

#### **1. The job and key accountabilities**

The Secretary of the Sava Commission will work in the Secretariat of the Sava Commission.

The Secretary shall be responsible for administrative and executive services for the Sava Commission, and implementation of the policies and activities, and shall report thereon to the Sava Commission. He/she shall provide administrative services to the subsidiary bodies established by the Sava Commission, as required. The Secretary shall have overall responsibility for planning, coordination and administration of the Sava Commission in accordance with the Framework Agreement on the Sava River Basin (FASRB) and the decisions and conclusions of the Sava Commission, subject to the requirement that all matters, including documents having policy, financial or programme implications for the Sava Commission, should be reported to the Sava Commission, through established channels.

He/she shall, for administrative purposes, be responsible to the Sava Commission and, on technical matters, shall be required to coordinate his/her activities with those of the relevant technical bodies established by the Sava Commission. He/she will be able to draw on the technical expertise available from the Sava Commission.

He/she will, in particular:

- Prepare and implement work programmes, prepare budgets and ensure timely reporting to the Sava Commission;
- Organize sessions of the Sava Commission and its subsidiary bodies and other related *ad hoc* meetings;
- Maintain an active and effective network of international and national organizations

pursuant to Articles 5 and 6 of the FASRB for routine communication of progress and results of the activities of the Sava Commission;

- Maintain high level contacts with appropriate government officials, institutions and international organizations to facilitate consultation and cooperation on all matters pertaining to the objectives of the Sava Commission;
- Receive and transmit the Sava Commission's official communications;
- Authorize disbursement of funds in accordance with the budget approved by the Sava Commission;
- Be responsible for the execution of the Sava Commission's budget;
- Stimulate interest among the member countries of the Sava Commission and potential donors in the activities of the Sava Commission and in possible financing or in implementing pilot projects and complementary activities;
- Coordinate the preparation of basin plans, the establishment of integrated systems, the development of navigation and other water-related economic activities, the harmonization of regulation and the creation of additional protocols to the FASRB;
- Coordinate programmes of the member countries, when required;
- Participate, as appropriate, in the supervision of activities within the projects carried out under the general framework of the Sava Commission or its subsidiary bodies;
- Take such appropriate steps as may be required to ensure coordination between the activities of the Sava Commission and other bodies relevant from the viewpoint of the FASRB implementation, with particular reference to all matters having policy, financial or programme implications;
- Provide conditions for work of the Secretariat, organize and supervise it;
- Perform other related duties as required.

## **2. Eligibility criteria**

The selection procedure is open to applicants who satisfy the following eligibility criteria, on the closing date for application.

The applicant must:

- be a national of Bosnia and Herzegovina, the Republic of Croatia, the Republic of Serbia or the Republic of Slovenia;
- hold university degree education, preferably at post-graduate level, in engineering, administration, law, economics or in another field related to the work of the Sava Commission;
- have a minimum of ten (10) years of experience in professional field related to fulfilment of the goals of the FASRB or policy formulation, preferably including bilateral and international relations, attained after achieving the minimum requirements stated out above.

### **3. Essential knowledge, skills and abilities**

The applicant must:

- have an active knowledge of English language;
- have computer literacy (MS Office programs);
- demonstrate very good knowledge of relevant EU and UN programmes, and international conventions relevant to river basin management, including navigation;
- have understanding of the FASRB, and the Sava Commission's status and role;
- have established leadership skills and the ability to exercise a high degree of professional initiative, including communication with international financial organizations;
- be conversant with the preparation of budgets, documents and the organization of international meetings;
- express responsibility, loyalty, political and diplomatic tact;
- express competence in selection of staff, excellent supervision, instructional and management skills.

### **4. Experience/skills which would be taken as an asset**

This includes:

- Experience in international projects and programmes;
- High degree of communication skills and team work ability.

### **5. Selection procedure**

If the eligibility criteria set out in Section 2 are met, the applicants will be assessed on the basis of the following selection criteria:

- Academic qualifications and their relevance to the areas of work listed in Section 1;
- Professional experience: the range of fields covered, the length, type and level of work done and its relevance to the areas of work listed in Section 1.

The academic and professional qualifications, professional experience and knowledge and experience considered as an asset must be described in the Sava Commission CV form (ISRBC CV).

The applicants who are judged to be the most suitable on the basis of the selection criteria will be invited to:

- a test aimed at evaluating the applicant's skills and knowledge of English language relevant to the post (in house testing at the time of interview);
- an interview (conducted partly in English), enabling assessment of the applicant's ability to carry out the tasks of the post on the basis of the criteria set out in accordance with requirements provided in Section 3, taking into account also the skills desirable per Section 4;
- deliver, in written, a 5-year programme for his/her term of office (in English or one of the official languages of the member countries of the Sava Commission). At the interview, the applicant will be expected to present the programme for his/her term of office.

The applicants will be informed of the decision on appointment within one week after completion of the appointment procedure.

#### **6. Medical standards**

As a precondition of appointment, successful applicant shall be required to submit health certificate issued by an authorized medical institution that he/she meets the medical standards set for appointment in his/her country of origin.

#### **7. Schedule**

The Secretary shall be contracted for a period of 5 years for full time work at the premises of the Sava Commission, including a six months trial period. The position is subject to the internal legal documents adopted by the Sava Commission.