



**Vacancy Notice**  
for the position of  
**Special Advisor for Economic and Financial Affairs**

The International Sava River Basin Commission (Sava Commission) invites interested candidates to apply for the post of Special Advisor for Economic and Financial Affairs (Special Advisor) in the Secretariat of the Sava Commission.

The applicants must send a letter of application, copy of diploma, *curriculum vitae* (using the Sava Commission CV form, attached) and three reference letters either by post to

International Sava River Basin Commission  
Kneza Branimira 29, 10 000 Zagreb, Hrvatska  
or  
by e-mail to [isrbc@savacommission.org](mailto:isrbc@savacommission.org)

with Reference: Job Application AEF.

**The closing date for submission of applications is September 15, 2020.  
Only complete applications will be considered.**

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. The letter of application should include, *inter alia*, an explanation of why the applicant considers himself/herself suitable for the post, with a focus on background and experience related to the position's requirements.

## **1. Job description and key accountabilities**

Special Advisor, as an official of the Secretariat, will work in the Seat of the Sava Commission in Zagreb. In this role, (s)he will have responsibilities noted below.

Special Advisor:

- advises the Sava Commission on economic and financial matters;
- prepares budget and other financial documents of the Sava Commission and takes care of their enforcement in accordance with Financial Rules;
- performs Secretariat's works related to economic, financial and accounting issues;
- collects and prepares economical and statistical data of the Sava Commission's member states, analyses them, processes documents of the Sava Commission regarding economics, statistics and conditions for operating in areas under responsibility of the Sava Commission;
- prepares periodical financial plans and reports;
- processes financial and accounting documents and resolves issues related to information support in running the accountancy;
- takes care of control and registration of the running invoices and ensures that payments are done on time and under agreed conditions;
- takes care of registration of the Sava Commission's property;
- participates in developing proposals for and soliciting financial support from donors for specific national or trans-national projects;
- participates in preparation of project and tender documents ;
- participates in maintaining contacts with donors, institutions and international organizations to facilitate consultation and cooperation on all financial matters pertaining to the objectives of the Sava Commission;
- participates in preparations of the Sava Commission sessions;
- performs other tasks and duties as assigned by the Secretary of the Sava Commission.

## **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 the Republic of Slovenia;
- hold university degree education (ISCED level 7) in economy;
- have a minimum of eight (8) years of professional experience relevant for the post in economy, finances and accountancy, attained after achieving the minimum requirements stated out above.

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

The applicant must have:

- proven experience in accountancy and book-keeping;

- good skills in financial planning and analysis;
- knowledge of financial functioning of international organizations;
- active knowledge of English language.

(S)he will also must have:

- experience in international projects and programmes;
- computer skills – word processing, using spreadsheets and creating presentations; experience in working with financial management programs;
- responsibility, loyalty, political and diplomatic tact; ability to work in a multidisciplinary environment with respect and sensitivity for diversity;
- communication skills and team work ability;
- understanding of the Framework Agreement on the Sava River Basin (FASRB) and related protocols, and the Sava Commission's status and role;
- valid driving licence.

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

- knowledge of relevant international conventions and EU legislation;
- experience in bilateral and international relations.

#### **5. Selection procedure**

If the eligibility criteria are met, applicants will be assessed on the basis of their academic and professional qualifications, professional experience and knowledge relevant for the post.

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

Selected applicants will be invited to:

- an interview to assess the applicant's ability to carry out the tasks of the post;
- a test aimed at evaluating the applicant's knowledge of English language (in house testing at the time of interview).

#### **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 required for the post.

#### **7. Appointment**

Special Advisor shall be contracted for a period of 5 years for full time work at the premises of the Sava Commission, including a six-month probationary period. The position is subject to the internal legal documents adopted by the Sava Commission including the Staff Regulations of the Secretariat.