

Vacancy Notice
for the position of
Special Advisor for information systems and documentation

The International Sava River Basin Commission (Sava Commission) invites interested candidates to apply for the post of Special Advisor for information systems and documentation (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 by post to

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

with Reference: Job Application.

The closing date for submission of applications is Tuesday, 3rd September 2019.
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 contain *inter alia* an explanation why the applicant considers himself/herself suitable for the post, with focus on the background and experience related to the position's requirements.

1. Eligibility criteria

The applicant must:

- be a national of Republic of Croatia, Republic of Serbia or Republic of Slovenia;
- hold university degree education (ISCED level 7) with major in IT and/or GIS fields of expertise;
- have a minimum of eight (8) years of professional experience relevant for the post, attained after achieving the minimum requirements stated out above.

2. Essential knowledge, skills and abilities

The applicant must have:

- proven knowledge of use of IT / GIS software;
- experience in systematic analysis and designing the IT/GIS systems, and application of different information concepts and tools;
- an active knowledge of English language;

(S)he will also must have:

- ability to work in a multidisciplinary environment with respect and sensitivity for diversity;

- responsibility, loyalty, political and diplomatic tact;
- understanding of the Framework Agreement on the Sava River Basin (FASRB) and related protocols, and the Sava Commission's status and role;
- a valid driving licence.

3. Qualifications/skills which would be taken as an asset

- working knowledge of relational database design principles and database administration;
- working knowledge of applicable programming and/or scripting language in Java and JavaScript (preferably knowing Ext JS and Open Layers framework);
- experience in work with Windows Server OS, PostgreSQL RDBMS, GeoServer, GeoNetwork and Apache Tomcat software;
- experience in using of GIS desktop software packages (i.e. ESRI, QGIS);
- experience in international projects and programmes.

4. The job 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 will:

- manage data and information system and documentation of the Sava Commission, which include:
 - preventive control, monitoring, regular and corrective maintenance of existing information systems of the Sava Commission (i.e. Sava Web, Sava GIS, Sava HIS);
 - maintenance and regular upgrade of the system server and office IT infrastructure, the security platform, the back-up storage and the network;
 - maintenance and migration of spatial and attribute data including gathering the appropriate research and information necessary to keep data up to date and accurate;
 - analysis, design and implementation of database mapping tools, templates and standards, as well as development of advanced specialized maps, utilizing geographic information;
- provide assistance in organization of the documentation management system (DMS), and development and maintenance of internal and public web-portal of the Sava Commission;
- provide assistance to the Parties to the FASRB in work related to River Information Services (RIS) and GIS;
- participate in preparation of the Sava Commission sessions;
- conceive, plan and coordinate collaboration with GIS experts of the Parties to the FASRB;
- prepare and participate on the meetings of the Permanent Expert Group for GIS and other working groups, as required;
- organize discussions, meetings, workshops, etc., whereon the relevant expert problems are being resolved, if necessary;
- prepare reports, as required and necessary;
- participate in the preparation of project and tender documents related to the procurement of IT/GIS systems;
- perform other tasks and duties as assigned by the Secretary.

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 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 set for appointment in his/her country of origin.

7. Appointment

The 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.