

## Vacancy Notice

for temporary engagement of

### **Project Assistant for cultural-historical heritage**

The International Sava River Basin Commission (Sava Commission) invites interested candidates to apply for the job of Project Assistant for cultural-historical heritage in the Secretariat of the Sava Commission.

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

International Sava River Basin Commission  
Kneza Branimira 29, 10 000 Zagreb, Hrvatska  
or

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

with Reference: Project Assistant)

**The closing date for submission of applications for this call is March 6, 2020. Complete applications will be considered only.**

The cover letter and curriculum vitae should be written in English. The cover letter should contain an explanation why the applicant considers himself/herself suitable for the assignment, with focus on the background and experience related to the position's requirements.

#### **1. Background information**

Over the last decades, as a consequence of the effects of climate change, cultural heritage has been impacted by an increasing number of climate related hazards, posing new challenges to conservators and heritage managers. As one of responses, the EU Horizon 2020 approved the project: **Sustainable Historic Environments hoListic reconstruction through Technological Enhancement and community based Resilience (Shelter; <https://shelter-project.com/>)**. The Shelter aims at developing a data driven and community based knowledge framework that will bring together the scientific community and heritage managers with the objective of increasing resilience, reducing vulnerability and promoting better and safer reconstruction in historic areas. The Sava Commission joined the project consortium to enhance resilience and understanding the direct and indirect impacts of climatic and environmental changes of flood hazards on historic sites and buildings.

The Sava River basin is one of the five project's case studies (open lab areas), with the following main goals:

- collection of data on cultural-historical heritage laying in flood-prone areas. The data, primarily collected from the relevant national institutions, will be then systematized and stored in the Sava GIS ([www.savagis.org](http://www.savagis.org));
- performing of flood impact analyses on the cultural-historical heritage sites, using previously collected data;
- networking between different sectors relevant for the project activities (water/floods,

- cultural-historical heritage and emergency management);
- continuous exchange of knowledge within the Sava open lab as well as exchange of best practices and peer-learning processes between all other project case studies.

## **2. Eligibility criteria**

The applicant must:

- be a citizen of the Contracting Parties of the Framework Agreement on the Sava River Basin – Bosnia and Herzegovina, Croatia, Serbia, Slovenia;
- hold university degree (Master or equivalent) in architecture, urban planning, engineering, geosciences, cultural heritage conservation/management or related field;
- have a minimum of 3 years of professional experience relevant for the assignment.

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

The applicant must have:

- professional experience relevant for the assignment, i.e. experience in field of the cultural-historical heritage protection and related data collection and systematic analysis;
- ability to set challenging goals for him/herself, maintains focus on results, overcomes obstacles and takes responsibility for the results achieved;
- ability to work in a multidisciplinary environment with respect and sensitivity for diversity;
- an excellent interpersonal and communication skills;
- openness and flexibility and respond positively to change;
- an excellent written and verbal English communication skills
- readiness to travel and a driving licence.

Experience in work with the GIS related tools and previous experience in the Sava basin region will be an advantage.

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

The activities to be executed by this Expert are as follows:

- preparation a proposal of methodology for collection of data on the cultural-historical heritage endangered by floods (UNESCO's sites, national monuments, cultural/historical monuments, religious facilities, vernacular architecture, cemetery, graveyards, etc.);
- collection of data and information on the cultural-historical heritage sites from the relevant national institutions and other sources;
- performing checks, refinement and consolidation of data in a properly structured way (predefined table) for storing in the Sava GIS;
- assistance in the overall project management by:
  - supporting and facilitating the project meetings/workshops - logistics, agendas, meeting minutes and summaries,
  - track action items that result from meetings/workshops;
  - participate in the preparation of project and tender documents;
  - communicate any schedule conflicts, resource constraints and time constraints;
  - prepare project reports.

- perform other assigned tasks and duties.

The above activities may be adapted during the engagement depending on progress and needs. The work will be performed at the premises of the Sava Commission during regular working hours of the Secretariat. Some of activities e.g. data collection may include travelling and visits to the relevant national institutions and the cultural-historical heritage sites within the Sava River basin.

## **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 assignment;
- professional experience: the range of fields covered, the length, type and level of work done and its relevance for the assignment.

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

The short-listed candidates will be invited to:

- a test aimed at evaluating the applicant's skills and knowledge of English language relevant to the assignment (in house testing at the time of interview);
- an interview enabling assessment of the applicant's ability to carry out the tasks of the assignment.

## **6. Appointment**

The expert shall be contracted for up to 2 years. The assignment is fully funded through the European H2020 Shelter project (approx. gross price is 15,000 € for 120 working days). Costs of business travelling will be reimbursed additionally.

## **7. Additional information**

For any additional information contact:

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