

Vacancy Notice

for the position of

Deputy Secretary for integrated river basin management and water planning

The International Sava River Basin Commission (Sava Commission) invites interested candidates to apply for the post of the Deputy Secretary for integrated river basin management and water planning (Deputy Secretary) of the Sava Commission.

The applicant must send a cover letter, *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.

The closing date for submission of applications for this call is March 21, 2017. Complete applications will be considered only.

The cover letter, 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 cover letter should contain an explanation why the applicant considers himself/herself suitable for the post, with focus on the background and the experience relative to the position's requirements.

1. The job and key accountabilities

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

The Deputy Secretary of the Sava Commission:

- Prepares and implements activities on development of strategic documents, policies and plans regarding integrated water management in the Sava River Basin;
- Participates in preparation of the Sava Commission sessions;
- Has responsibility for preparation and organization of meetings of the Sava Commission expert groups dealing with river basin management and flood protection;
- Participates in activities of other expert groups related to his/her scope of work;
- Coordinates development of River Basin Management Plan, and Flood Risk Management Plan for the Sava River Basin;
- Participates in preparation and implementation of water management related projects;
- Prepares proposals and follows-up the implementation of conclusions of the Sava Commission referring to integrated water management;
- Prepares and implements activities on development of decisions referring to construction and maintenance of the navigable waterway, jointly with deputy Secretary for navigation;
- Follows-up the state of activities in water management on European level, especially those of ICPDR being of relevance for the Sava River Basin;

- Follows-up and participates in work of international organizations and bodies related to water management area;
- Performs other tasks and duties as assigned by the Secretary.

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 Serbia;
- hold university degree education on Master's or equivalent degree (ISCED level 7*) with major in water management;
- have a minimum of eight (8) years of experience relevant for the post (see key responsibilities specified in Section 1.), 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 good knowledge of appropriate international conventions, rules and programs referring to water management;
- have experience in cooperation with EU and international organizations in field of water management;
- have understanding of the Framework Agreement on the Sava River Basin (FASRB), and all related protocols and rules, and the Sava Commission's status and role;
- have staff supervision, instructional and management skills;
- express responsibility, loyalty, political and diplomatic tact;

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

This includes:

- experience in international projects and programmes;
- experience in bilateral and international relations;
- 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:

* Equivalent to former ISCED level 5A

- 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 the 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.

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 Deputy 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.