



**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 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 RBM

**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**

Deputy Secretary, 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.

Deputy Secretary:

- 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;
- prepares and organizes 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 the development of river basin and flood risk management plans 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 related 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 at European level, especially those of the ICPDR 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 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 Serbia;
- hold university degree education (ISCED level 7) with major in water management;
- have a minimum of eight (8) years of experience in water management.

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

The applicant must 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;

- good knowledge of appropriate international conventions, rules and programs referring to water management;
- experience in cooperation with EU and international organizations in the field of water management;
- computer literacy (MS Office programs);
- active knowledge of English language;
- valid driving licence.

(S)he also must have:

- responsibility, loyalty, political and diplomatic tact; ability to work in a multidisciplinary environment with respect and sensitivity for diversity;
- staff supervision, instructional and management skills;
- high degree of communication skills and team work ability.

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

This includes:

- experience in bilateral and international relations;
- experience in international projects and programmes;
- experience in preparation of national river basin management and/or flood risk management plans;
- commanding knowledge of commonly used hydrology/hydraulic and GIS software.

#### **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).

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#### **6. Medical Standards**

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

## **7. Appointment**

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-month probationary period. The position is subject to the internal legal documents of the Sava Commission including the Staff Regulations of the Secretariat.