



Reference: **Job Application – Deputy Secretary for Navigation**

Publication: **19 September 2022**

Deadline: **12 October 2022**

Vacancy Notice
for the position of
Deputy Secretary for Navigation

The International Sava River Basin Commission (Sava Commission) invites interested candidates to apply for the post of Deputy Secretary for Navigation in the Secretariat of the Sava Commission.

1. The job and key accountabilities

Deputy Secretary for Navigation will perform duties in the Seat of the Sava Commission in Zagreb. In this role, (s)he will have responsibilities noted below.

Deputy Secretary for Navigation:

- Prepares and implements activities on the development of strategic documents, policies and plans regarding navigation in the Sava River Basin;
- Participates in the preparation of the of the Sava Commission's sessions;
- Participates in the preparation and implementation of work plans and programmes of the Sava Commission;
- Carries out activities on the preparation of the Sava Commission's decisions
- aimed to provide conditions for safe navigation;
- Carries out activities on the preparation of decisions referring to construction and maintenance of the navigable waterway and improvement of navigation conditions, with the support of Deputy Secretary for Integrated River Basin Management;
- Prepares and organizes meetings of the Sava Commission's expert groups dealing with navigation issues;
- Coordinates activities on preparation and implementation of plans and projects resulting from authorities of the Sava Commission referring to navigation, ports, transportation and navigable waterways;
- Follows-up the implementation of decisions of the Sava Commission related to navigation issues;
- Follows-up the state of regulations related to inland navigation at the European level and participates in the development of regulations when required and/or needed;
- Follows-up and participates in the work of international organizations and bodies

- related to inland navigation;
- Performs other tasks and duties as assigned by the Executive Secretary.

2. Required attitudes and characteristics

- Ability to exercise a high degree of professional initiative;
- Ability to analyse complex situations, grasp the critical aspects, and propose timely and adequate solutions based on sound judgment;
- Communication skills, including report writing and editing as well as an oral presentation;
- Ability to set challenging goals for him/herself, maintains focus on results, overcome obstacles and take responsibility for the results achieved;
- Responsibility, loyalty, political and diplomatic tact;
- Ability to work in a multidisciplinary environment with respect and sensitivity for diversity.

3. Eligibility criteria

The applicant must:

- be a national of the Republic of Croatia;
- have a level of education that corresponds to completed university studies of at least 4 years attested by a diploma (equivalent to 300 ECTS) with major in Transport & Traffic, Nautical, Civil Engineering or related fields;
- have a minimum of eight (8) years of professional experience relevant for the post after obtaining the university degree diploma stated above.

4. Essential knowledge, skills, and experience

- Excellent command of both written and spoken English and one of the official languages of the Sava Commission;
- Understanding of the FASRB and related protocols, and the Sava Commission's status and role;
- Very good knowledge of relevant EU and UN programmes, and international conventions relevant to inland navigation;
- Computer skills (MS Office programs);
- Valid B driving license.

5. Knowledge, skills, and experience that would be taken as an asset

- License of master of self-propulsion vessels for inland navigation;
- Experience in international projects and programmes;
- Working experience in an international body or national agency/organization;
- Knowledge of one of the official languages of the Danube Commission.

6. Application procedure

For applications to be valid, candidates must submit:

- (a) letter of application,
- (b) *curriculum vitae*, using the attached Sava Commission CV form,
- (c) citizenship certificate/copy of passport/ID,
- (d) copy of diploma(s),
- (e) proof of meeting the minimum requirements of professional experience (work certificates or employment contracts) and
- (f) 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 – Deputy Secretary for Navigation

The closing date for submission of applications is October 12, 2022.

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 of why the applicant considers himself/herself suitable for the post, with a focus on the background and experience related to the position's requirements.

The Sava Commission reserves the right to extend the closing date of this vacancy by publication a notice on its official website: www.savacommission.org.

7. Selection procedure

The section will be carried out in two phases against the criteria detailed in this vacancy notice. In the first phase a Screening Committee, established by the Sava Commission, will analyse applications to verify the eligibility of the candidates and to assess their compliance with the requirements specified in this vacancy notice.

Failure to fully comply with one of the eligibility requirements shall result in the exclusion of the applicant concerned from the selection procedure. Applications sent after the closing date and/or incomplete applications will also be excluded.

In the second phase candidates whose applications fully comply with the eligibility requirements will be invited to:

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

The candidates will be assessed against the essential requirements (Section 4) and the specified advantageous requirements (Section 5).

8. Medical Standards

As a precondition of appointment, the successful candidate shall be required to submit a health certificate issued by an authorized medical institution that he/she meets the medical standards set for appointment in his/her country of origin.

9. Appointment

The Deputy Secretary for Navigation shall be contracted for a period of 5 years, including a six-month probationary period, with the possibility of subsequent extensions, provided that the Sava Commission agrees. The position is subject to the internal legal documents of the Sava Commission including the Staff Regulations of the Secretariat.