



Reference: **Job Application – Deputy Secretary for Protection of Waters and Aquatic Eco-system**

Publication: **1<sup>st</sup> September 2026**

Deadline: **20<sup>th</sup> September 2026**

## **Vacancy Notice** for the position of

### **Deputy Secretary for Protection of Waters and Aquatic Eco-system**

The International Sava River Basin Commission (Sava Commission) invites interested candidates to apply for the post of Deputy Secretary for Protection of Waters and Aquatic Eco-system (Deputy Secretary) in the Secretariat of the Sava Commission.

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

Deputy Secretary will perform his/her duties in the Seat of the Sava Commission in Zagreb. In this role, (s)he will be responsible for the following tasks:

Deputy Secretary:

- Prepares and implements activities on development of strategic documents, policies and plans regarding integrated water management in the Sava River Basin, together with the Deputy Secretary for Integrated River Basin Management;
- Participates in preparation of sessions of the Sava Commission;
- Has responsibility for preparation and organization of meetings of the Sava Commission's expert groups dealing with issues under his/her responsibility;
- Participates in activities of other expert groups related to his/her scope of work;
- Participates in coordination of development of the management plans of basin-wide importance, together with the Deputy Secretary for Integrated River Basin Management;
- Participates in preparation and implementation of projects related to water management;
- Prepares proposals and follows-up on the implementation of conclusions and recommendations of the Sava Commission referring to protection of waters and aquatic eco-systems;
- Follows-up the state of activities related to protection of waters and aquatic eco-systems 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 protection of waters and aquatic eco-systems;
- Performs other tasks and duties as assigned by the 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 oral presentation;
- Ability to set challenging goals for him/herself, maintain 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 Slovenia;
- hold a level of education that corresponds to completed university studies of at least 4 years attested by a diploma (equivalent to 300 ECTS) in Engineering with major in water management, environmental sciences, biology, chemistry, or other related fields;
- have a minimum of eight (8) years of professional experience relevant for the post after obtaining a 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 the Sava Commission's status and role;
- Good knowledge of appropriate international conventions, rules and programs referring to water management, especially to protection of waters and aquatic ecosystems;
- Familiarity with the EU legislation related to protection of waters and aquatic ecosystem
- Computer skills (MS Office programs);
- Valid B driving license.

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

- working experience, preferably 4 years, in an international body or national agency/organization related to water protection;
- Experience in cooperation with EU and international organizations in the field of water;
- Experience in implementing of international projects and programmes

### **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](mailto:isrbc@savacommission.org)

With reference: Job Application - Deputy Secretary

The application **deadline** is **September 20, 2026**.

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 publishing a notice on its official website: [www.savacommission.org](http://www.savacommission.org).

## 7. Selection procedure

The section will be conducted in two phases and will be based on the criteria set out in this Vacancy Notice.

### Phase 1 – Eligibility and Application Screening

A Screening Committee established by the Sava Commission will review all applications to verify candidates' eligibility and assess their compliance with the requirements specified in this Vacancy Notice.

Failure to meet any of the eligibility requirements will result in the applicant's exclusion from the selection procedure. Applications submitted after the closing date and/or incomplete applications will also be excluded.

### Phase 2 – Assessment of Eligible Candidates

Candidates whose applications fully satisfy the eligibility requirements will be invited to:

- an interview to assess their suitability and ability to perform the duties of the post;
- a test designed to evaluate their proficiency in the English language (to be conducted in-house on the day of the interview).

Candidates will be assessed against the essential requirements set out in Section 4 and the advantageous requirements specified in Section 5.

## 8. Medical Standards

As a precondition of appointment, the successful applicant 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 shall be contracted for a period of 5 years, including a six-month probationary period, with the possibility of reappointment for additional terms, subject to the agreement of the Sava Commission.

The position is subject to the internal legal documents adopted by the Sava Commission, including the Staff Regulations of the Secretariat.