



Reference: **Job Application – Special Advisor for Economic and Financial Affairs**

Publication: **19 September 2022**

Deadline: **12 October 2022**

Vacancy Notice
for the position of
Special Advisor for Economic and Financial Affairs

The International Sava River Basin Commission (Sava Commission) invites interested candidates to apply for the post of Special Advisor for Economic and Financial Affairs (Special Advisor) in the Secretariat of the Sava Commission.

1. The job and key accountabilities

Special Advisor will perform duties in the Seat of the Sava Commission in Zagreb. In this role, (s)he will have responsibilities noted below.

Special Advisor:

- Assists the Executive Secretary in all economic and financial affairs;
- Assists Executive Secretary deputies in performing their duties;
- Performs tasks in the Secretariat related to economic, financial and accounting issues, including the preparation of:
 - financial documents of the Sava Commission,
 - draft budget,
 - periodical financial analysis, plans and reports,
 - project applications and tender documents.
- Advises the Sava Commission on economic and financial matters;
- Collects and analyses economical and statistical data of interest for the work of the Sava Commission;
- Follows-up the execution of the budget;
- Takes care of registration of the Sava Commission's property;
- Participates in developing proposals for and soliciting financial support from donors for specific national or trans-national projects;
- Participates in maintaining contacts with donors, institutions and international organizations to facilitate consultation and cooperation on all financial matters pertaining to the objectives of the Sava Commission;
- Participates in preparations of the Sava Commission sessions;
- Has responsibility for preparation and organization of meetings of the Sava Commission's financial expert group;
- Participates in activities of other expert groups related to his/her scope of work;

- 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 judgement;
- Communication skills, including report writing and editing as well as oral presentation;
- Ability to set challenging goals for him/herself, maintains focus on results, overcomes obstacles and takes 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 Economy, Finance, or related fields;
- have a minimum of eight (8) years of professional experience relevant for the post after obtaining a university degree diploma stated out 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;
- Proven expertise in financial planning and analysis;
- Experience in accountancy and book-keeping;
- Computer skills: Working with financial management programs, including expertise in Excel: the ability to develop formulas, pivot tables and charts that clearly present data to facilitate decision-making;
- Valid B driving licence.

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

- Working experience, preferably 4 years, relevant for the post in an international body or national agency/organization;
- Experience in implementing of international projects and programmes;
- Knowledge of the procurement procedures of the selected international financial institutions.

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- Special Advisor for Economic and Financial Affairs

**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, 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.

9. Appointment

The Special Advisor 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 adopted by the Sava Commission including the Staff Regulations of the Secretariat.