

**MAIN FUNCTIONS,  
STRUCTURE of the SECRETARIAT  
and JOB DESCRIPTION**



Pursuant to Article 16 paragraph 1(c) of the Framework Agreement on the Sava River Basin, Article 4 paragraph 2(c) of the Statute of the International Sava River Basin Commission, the International Sava River Basin Commission on its 1<sup>st</sup> Session held in Zagreb June 27 – 29, 2005, has adopted Decision on

## **MAIN FUNCTIONS, STRUCTURE OF THE SECRETARIAT AND JOB DESCRIPTION**

### **Article 1 Definitions**

For the purposes of this Decision:

- (a) **FASRB** means the Framework Agreement on the Sava River Basin, signed at Kranjska Gora, on 3 December 2002, including changes and amendments stipulated within the Agreement on Amendments to the Framework Agreement on the Sava River Basin and Protocol on Navigation Regime to the Framework Agreement on the Sava River Basin, signed in Ljubljana on 2 April, 2004;
- (b) **Statute** means the Statute of the International Sava River Basin Commission as stipulated by Annex I of the FASRB;
- (c) **Sava Commission** means the International Sava River Basin Commission established by Article 15 of the FASRB;
- (d) **Secretariat** means the Secretariat of the Sava Commission, established by Article 18 of the FASRB;
- (e) **Party** means a State Party to the FASRB.

### **Article 2 Main functions of the Secretariat**

Pursuant to Article 16 of the FASRB and Article 7 of the Statute of the Sava Commission, main functions of the Secretariat shall be performing of administrative and executive services for the Sava Commission related to:

- (a) Safe navigation;
- (b) Development of River Basin Management Plan;
- (c) Protection of waters and aquatic eco-system.

### **Article 3 Structure of the Secretariat**

The structure of the Secretariat shall be as it is shown in the graphic chart, which is a part of this document as Annex I.

### **Article 4 Positions in the Secretariat**

The Secretariat shall consist of 15 staff member positions, *i.e.*

- of 12 positions for the officials; and
- three positions for support staff,

as it is shown in the Table contained in the Positions in the secretariat, which is part of this Decision as Annex II.

### **Article 5**

### **Qualifications and job description for the Secretariat positions**

The qualifications and job description for all the positions of the officials in the Secretariat shall be as defined in the Qualifications and job description, which is part of this Decision as Annex III.

For the positions of the technical administrators and bookkeeper the Secretary shall determine qualifications and job descriptions.

### **Article 6**

#### **ISCED**

International Standard Classification of Education (ISCED) developed by UNESCO due to need for harmonization of education standards whose levelling differs in certain countries shall be used for designation of qualification of the staff members of the Secretariat.

### **Article 7**

#### **Number of employees**

The total number of employees with the Secretariat shall not exceed 15 staff members.

### **Article 8**

#### **Status of the international officials**

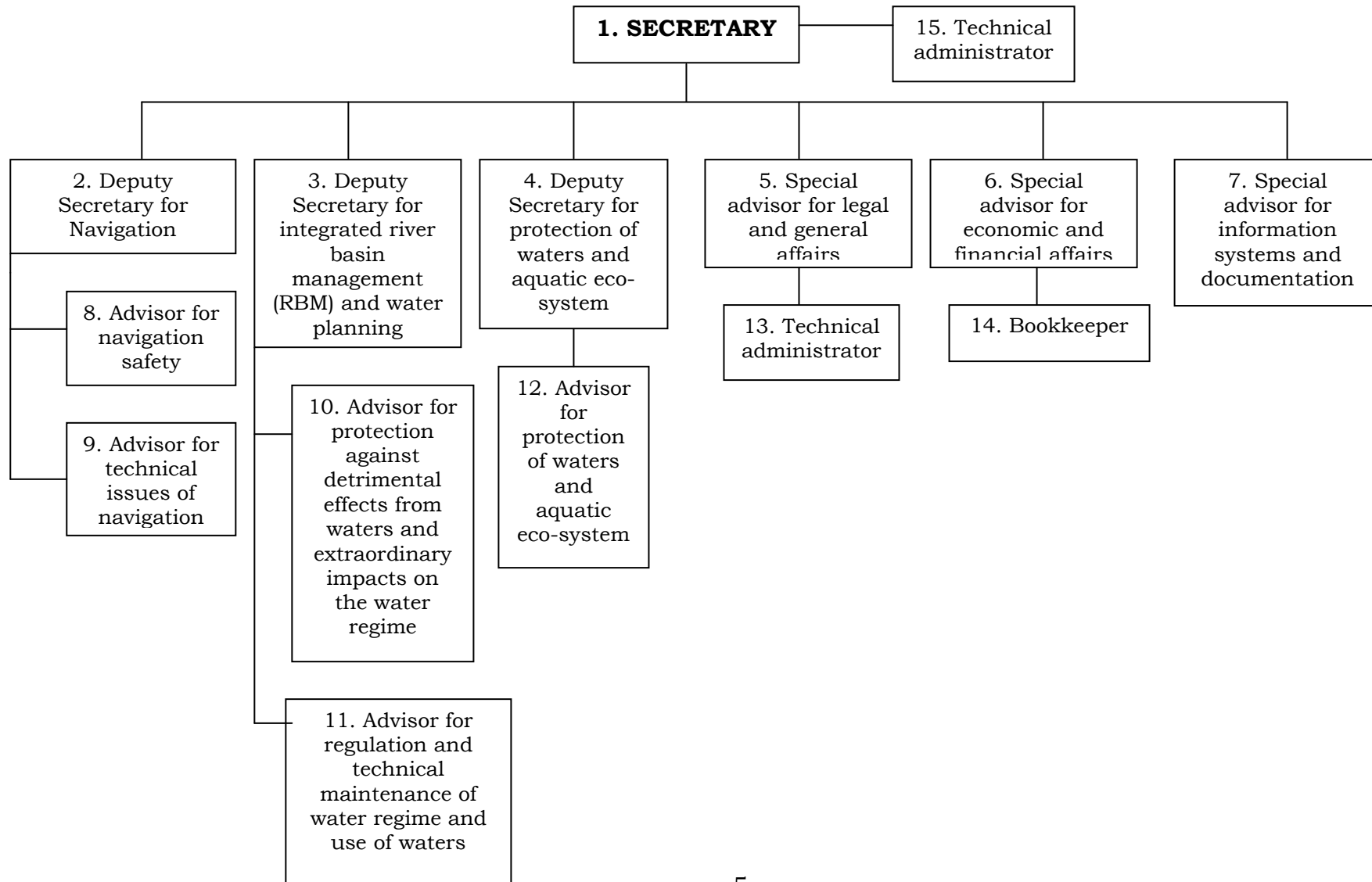
The Officials of the Sava Commission shall have the status of the international civil servants pursuant to Article 15 paragraph 2 of the FASRB, Article 7 of the Statute of the Sava Commission.

### **Article 9**

#### **Entry into force**

This Decision shall entry into force on the day of its adoption.

**STRUCTURE OF THE SECRETARIAT**



**POSITIONS IN THE SECRETARIAT**

| <b>No</b>            | <b>Title of position</b>   | <b>Number of employees</b> |
|----------------------|--|----------------------------|
| <b>OFFICIALS</b>     |  |                            |
| 1                    | SECRETARY  | 1                          |
| 2                    | DEPUTY SECRETARY FOR NAVIGATION  | 1                          |
| 3                    | DEPUTY SECRETARY FOR INTEGRATED RIVER BASIN MANAGEMENT (RBM) AND WATER PLANNING                              | 1                          |
| 4                    | DEPUTY SECRETARY FOR PROTECTION OF WATERS AND AQUATIC ECO-SYSTEM   | 1                          |
| 5                    | SPECIAL ADVISOR FOR LEGAL AND GENERAL AFFAIRS  | 1                          |
| 6                    | SPECIAL ADVISOR FOR ECONOMIC AND FINANCIAL AFFAIRS   | 1                          |
| 7                    | SPECIAL ADVISOR FOR INFORMATION SYSTEMS  | 1                          |
| 8                    | ADVISOR FOR NAVIGATION SAFETY  | 1                          |
| 9                    | ADVISOR FOR TECHNICAL ISSUES OF NAVIGATION   | 1                          |
| 10                   | ADVISOR FOR PROTECTION AGAINST DETRIMENTAL EFFECTS FROM WATERS AND EXTRAORDINARY IMPACTS ON THE WATER REGIME | 1                          |
| 11                   | ADVISOR FOR REGULATION AND TECHNICAL MAINTENANCE OF WATER REGIME AND USE OF WATERS                           | 1                          |
| 12                   | ADVISOR FOR PROTECTION OF WATERS AND AQUATIC ECO-SYSTEM  | 1                          |
| <b>SUPPORT STAFF</b> |  |                            |
| 13                   | TECHNICAL ADMINISTRATOR  | 2                          |
| 14                   | BOOKKEEPER   | 1                          |

## **QUALIFICATIONS AND JOB DESCRIPTION**

### **1. SECRETARY**

#### **QUALIFICATIONS, SKILLS and OTHER REQUIREMENTS**

- a) The incumbent shall:
- Hold university degree, preferably at post-graduate level, in engineering, administration, law, economics or any other fields related to work of the Sava Commission;
  - Have at least ten years experience in professional field related to fulfilment of the goals of the FASRB, policy formulation, preferably bilateral and international relations;
  - Demonstrate very good knowledge of relevant EU and UN programmes, and international conventions relevant to river basin management including navigation;
  - Have established leadership skills and the ability to exercise a high degree of professional initiative, including communication with international financial organizations;
  - Be conversant with the preparation of budgets, documents and the organization of international meetings;
  - Have active knowledge of English.
- b) Other essential qualifications include:
- Responsibility, loyalty, political and diplomatic tact;
  - Understanding of the FASRB, and the Sava Commission's status and role;
  - Competence in selection of staff, excellent supervision, instructional and management skills;
- c) Computer skills (word, excel, internet explorer);
- d) Desirable qualifications include a high degree of communication skills and team work ability; and
- e) Desirable experience in international projects and programmes.

#### **JOB DESCRIPTION**

The Secretary shall be responsible for administrative and executive services for the Sava Commission, and implementation of the policies and activities, and shall report thereon to the Sava Commission. He/she shall provide administrative services to the subsidiary bodies established by the Sava Commission, as required. The Secretary shall have overall responsibility for planning, coordination and administration of the Sava Commission in accordance with the FASRB and the decisions of the Sava Commission, subject to the requirement that all matters, including documents having policy, financial or programme implications for the Sava Commission, should be reported to the Sava Commission, through established channels.

He/she shall, for administrative purposes, be responsible to the Sava Commission and, on technical matters, shall be required to coordinate his/her activities with those of the relevant technical bodies established by the Sava Commission. He/she will be able to draw on the technical expertise available from the Sava Commission.

He/she will, in particular:

- a) Prepare and implement work programmes, prepare budgets and ensure timely reporting to the Sava Commission;
- b) Organize sessions of the Sava Commission and its subsidiary bodies and other related *Ad Hoc* meetings;
- c) Maintain an active and effective network of international and national organizations pursuant to Articles 5 and 6 of the FASRB for routine communication of progress and results of the activities of the Sava Commission;
- d) Maintain high level contacts with appropriate government officials, institutions and international organizations to facilitate consultation and cooperation on all matters pertaining to the objectives of the Sava Commission;
- e) Receive and transmit the Sava Commission's official communications;
- f) Authorize disbursement of funds in accordance with the budget approved by the Sava Commission;
- g) Be responsible for the execution Sava Commission's budget;
- h) Stimulate interest among Members of the Sava Commission and potential donors in the activities of the Sava Commission and in possible financing or in implementing pilot projects and complementary activities;
- i) Promote, facilitate and monitor the development of information system for the Sava Commission, technical, biological and socio-economic research in order to provide a sound basis for sustainable development in the Sava River Basin;
- j) Coordinate the Members' programmes, when required;
- k) Participate, as appropriate, in the supervision of activities of projects carried out under the general framework of the Sava Commission or its subsidiary bodies;
- l) Take such appropriate steps as may be required to ensure coordination between the activities of the Sava Commission and other relevant bodies, with particular reference to all matters having policy, financial or programme implications;
- m) Provide conditions for work of the Secretariat, organize and supervise it;
- n) Perform other related duties as required.



## **2. DEPUTY SECRETARY FOR NAVIGATION**

### ***QUALIFICATIONS, SKILLS and OTHER REQUIREMENTS***

- a) The incumbent shall:
  - Hold first or second university degree education (ISCED level 5A or 5B) with major in traffic, preferably second degree (ISCED level 5A);
  - Have at least eight years experience in inland navigation;
  - Have a licence of master of self-propulsion vessels for inland navigation;
  - Good knowledge of appropriate international conventions, rules and programs referring to inland navigation;
  - Have active knowledge of English language;
  - Knowledge of one of the official languages of the Danube Commission;
- b) Other essential qualifications include:
  - Responsibility, loyalty, political and diplomatic tact;
  - Understanding of the FASRB and all related protocols and rules, and the Sava Commission's status and role;
  - Staff supervision, instructional and management skills;
- c) Computer skills (word, excel, internet explorer);
- d) Desirable qualifications include a high degree of communication skills and team work ability; and
- e) Desirable experience in international projects and programmes;
- f) Experience in bilateral and international relations.

### ***JOB DESCRIPTION***

- Prepares and implements activities on preparation of decisions proposals in order to provide conditions for safe navigation;
- Prepares and carries out activities on preparation of decisions proposals referring to construction and maintenance of the navigable waterway and improvement of navigation conditions, in cooperation with the deputy secretary for river basin management;
- Participates in preparation of the Sava Commission Sessions;
- Responsible for preparation and organization of the sessions of the Sava Commission Working Groups dealing with navigation and navigable waterway 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 in area of inland navigation on European level;
- Follows-up and participates in work of international organizations and bodies related to inland navigation;
- Performs other tasks and duties as assigned by the Secretary.

### **3. DEPUTY SECRETARY FOR INTEGRATED RIVER BASIN MANAGEMENT (RBM) AND WATER PLANNING**

#### ***QUALIFICATIONS, SKILLS and OTHER REQUIREMENTS***

- a) The incumbent shall:
- Hold university degree education (ISCED level 5A) with major in water management;
  - Have at least eight years experience in water management;
  - 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 active knowledge of English language;
- b) Other essential qualifications include:
- Responsibility, loyalty, political and diplomatic tact;
  - Understanding of the FASRB and all related protocols and rules, and the Sava Commission's status and role;
  - Staff supervision, instructional and management skills;
- c) Computer skills (word, excel, internet explorer);
- d) Desirable qualifications include a high degree of communication skills and team work ability; and
- e) Desirable experience in international projects and programmes;
- f) Experience in bilateral and international relations.

#### ***JOB DESCRIPTION***

- Prepares and implements activities on development of decisions proposals regarding integrated water management and preparation of unique water resources management plan of the Sava River basin;
- Prepares and implements activities on development of decisions proposals referring to construction and maintenance of the navigable waterway, jointly with deputy Secretary for navigation;
- Participates in preparation of the Sava Commission Sessions;
- Responsible for preparation and organization of meetings of the Sava Commission Working Groups dealing with integrated water management issues and development of Sava River Basin Management Plan;
- Follows-up the implementation of decisions of the Sava Commission referring to integrated water management and water planning;
- Follows-up the state of regulations in water management area on European level, especially decisions 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.

#### **4. DEPUTY SECRETARY FOR PROTECTION OF WATERS AND AQUATIC ECO-SYSTEM**

##### **QUALIFICATIONS, SKILLS and OTHER REQUIREMENTS**

- a) The incumbent shall:
  - Hold university degree education (ISCED level 5A) with major in water management, biology, chemistry or technology;
  - Have at least eight years experience in protection of waters or aquatic eco-systems;
  - Good knowledge of appropriate international conventions, rules and programs referring to protection of waters and aquatic eco-system;
  - Have experience in cooperation with EU and international organizations in field of waters and aquatic eco-systems;
  - Have active knowledge of English language;
- b) Other essential qualifications include:
  - Responsibility, loyalty, political and diplomatic tact;
  - Understanding of the FASRB and all related protocols and rules, and the Sava Commission's status and role;
  - Staff supervision, instructional and management skills;
- c) Computer skills (word, excel, internet explorer);
- d) Desirable qualifications include a high degree of communication skills and team work ability; and
- e) Desirable experience in international projects and programmes;
- f) Experience in bilateral and international relations.

##### **JOB DESCRIPTION**

- Manages and coordinates work of advisor for protection of waters and aquatic eco-system;
- Prepares and implements activities on development of decisions proposals regarding protection of waters and aquatic eco-systems;
- Participates in preparations of the Sava Commission sessions;
- Responsible for preparation and organization of meetings of the Sava Commission Working Groups dealing with protection of waters and aquatic eco-systems;
- Follows-up the implementation of decisions of the Sava Commission referring to protection of waters and aquatic eco-systems;
- Follows-up the state of regulations in area of protection of waters and aquatic eco-systems on European level, Sava River Basin especially decisions of ICPDR being of relevance for 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.

## **5. SPECIAL ADVISOR FOR LEGAL AND GENERAL AFFAIRS - ASSISTANT SECRETARY**

### **QUALIFICATIONS, SKILLS and OTHER REQUIREMENTS**

- a) The incumbent shall:
- Hold university law degree (ISCED 5A, *i. e.* B.L.);
  - Have at least eight years experience in international public law, international relations and in administration;
  - Have knowledge of relevant international conventions and EU legislation;
  - Have good knowledge of international conventions and treaties on status of international organisations;
  - Be conversant with drafting of legal documents;
  - Have active knowledge of English language;
- b) Other essential qualifications include:
- Responsibility, loyalty, political and diplomatic tact;
  - Understanding of the FASRB and all related protocols and rules, and the Sava Commission's status and role;
  - Communication and negotiation skills;
  - Staff supervision, instructional and management skills;
- c) Computer skills (word, excel, internet explorer);
- d) Desirable qualifications include a high degree of communication skills and team work ability; and
- e) Desirable experience in international projects and programmes;
- f) Experience in bilateral and international relations.

### **JOB DESCRIPTION**

- Acts as assistant Secretary for the legal and general affairs;
- Assists secretary deputies in performing their duties;
- Advises the Sava Commission on legal and international law matters arising;
- Participates in preparations of the Sava Commission sessions;
- Assist the Secretary in maintaining an active and effective network of international and national organizations for communication of progress and results of the activities of the Sava Commission;
- Participates in maintaining contacts with appropriate government officials, institutions and international organizations to facilitate consultation and cooperation on all legal and international law matters pertaining to the objectives of the Sava Commission;
- Performs an operational communication with the authorities of the Host country related to immunities, privileges and international status of the Sava Commission and its personnel;
- Follows-up the legislation of the Parties important for the work and objectives of the Sava Commission;
- Participates in work of international organizations and bodies related to all legal and international law matters pertaining to the objectives of the Sava Commission;
- Prepare and supervises legal documents for the Sava Commission;
- Performs other tasks and duties as assigned by the Secretary.

## **6. SPECIAL ADVISOR FOR ECONOMIC AND FINANCIAL AFFAIRS - ASSISTANT SECRETARY**

### **QUALIFICATIONS, SKILLS and OTHER REQUIREMENTS**

- a) The incumbent shall:
- Hold university degree in economy (ISCED 5A, *i.e.* B.E.);
  - Have at least eight years experience in economy, finances and accountancy;
  - Have knowledge of relevant international conventions and EU legislation;
  - Have proven experience in accountancy and book-keeping;
  - Have good knowledge on financial functioning of international organizations;
  - Have good skills in financial planning, preparation and implementation of financial constructions;
  - Have active knowledge of English language;
- b) Other essential qualifications include:
- Responsibility, loyalty, political and diplomatic tact;
  - Communication and negotiation skills;
  - Understanding of the FASRB and all related protocols and rules, and the Sava Commission's status and role;
  - Staff supervision, instructional and management skills;
- c) Computer skills (word, excel, internet explorer);
- d) Desirable qualifications include a high degree of communication skills and team work ability; and
- e) Desirable experience in international projects and programmes;
- f) Experience in bilateral and international relations.

### **JOB DESCRIPTION**

- Acts as assistant Secretary for the economic and financial affairs;
- Assists secretary deputies in performing their duties;
- Advises the Sava Commission on economic and financial matters arising;
- Prepares draft budget and other financial documents and takes care of their enforcement in accordance with Financial Rules;
- Performs Secretariat's works related to economic, financial and accounting issues;
- Collects and prepares economical and statistical data of the Sava Commission's members, analyses them, processes documents of the Sava Commission regarding economics, statistics and conditions for operating in areas under responsibility of the Sava Commission;
- Prepares periodical financial plans and reports;
- Processes financial and accounting documents and resolves issues related to information support in running the accountancy;
- Takes care of control and registration of the running invoices and ensures that payments are done on time and under agreed conditions;
- 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;
- Performs other tasks and duties as assigned by the Secretary.

## **7. SPECIAL ADVISOR FOR INFORMATION SYSTEMS AND DOCUMENTATION - ASSISTANT SECRETARY**

### **QUALIFICATIONS, SKILLS and OTHER REQUIREMENTS**

- a) The incumbent shall:
- Hold university degree education;
  - Have at least eight years experience in related professional field;
  - Proven knowledge of use of ICT and GIS software;
  - Experience in systematic analysis and designing the IS/GIS systems, and application of different information concepts and tools;
  - Experience in designing the web-oriented systems for filing and searching through the documents;
  - Have active knowledge of English language;
- b) Other essential qualifications include:
- Responsibility, loyalty, political and diplomatic tact;
  - Understanding of the FASRB and all related protocols and rules, and the Sava Commission's status and role;
- c) Computer skills (word, excel, internet explorer);
- d) Desirable qualifications include a high degree of communication skills and team work ability; and
- e) Desirable experience in international projects and programmes;
- f) Experience in bilateral and international relations.

### **JOB DESCRIPTION**

- Acts as assistant Secretary for the information systems and documentation;
- Assists the secretary deputies in performing their duties;
- Conceives, plans and coordinates collaboration with experts of the Parties for GIS;
- Provides expert assistance to the Sava Commission in implementation of Methodology on the Agreement implementation monitoring, in section referring to organization of the documentation management system, and development of internal and public web-portal aimed at informing the Commission, stakeholders and the public;
- Manages data and information system and documentation of the Sava Commission;
- Participates in preparations of the Sava Commission sessions;
- Provides expert assistance to the Parties in work related to River Information Services (RIS) and GIS;
- Compiles and edits reports in collaboration with the expert groups of the Sava Commission;
- Organizes discussions, meetings, workshops, etc, whereon the relevant expert problems are being resolved, if necessary;
- Performs other tasks and duties as assigned by the Secretary.

## **8. ADVISOR FOR NAVIGATION SAFETY**

### **QUALIFICATIONS, SKILLS and OTHER REQUIREMENTS**

- a) The incumbent shall:
- Hold first or second university degree education (ISCED level 5A or 5B) preferably second degree (ISCED level 5A) with major traffic;
  - Have at least five years experience in inland navigation;
  - Have a licence of master of self-propulsion vessels for inland navigation;
  - Have good knowledge of relevant international treaties, rules and programs referring to inland navigation;
  - Have active knowledge of English language;
- b) Other essential qualifications include:
- Responsibility, loyalty, political and diplomatic tact;
  - Understanding of the FASRB and all related protocols and rules, and the Sava Commission's status and role;
- c) Computer skills (word, excel, internet explorer);
- d) Desirable qualifications include a high degree of communication skills and team work ability; and
- e) Desirable experience in international projects and programmes;
- f) Experience in bilateral and international relations.
- g) Desirable, knowledge of one official language of Danube Commission.

### **JOB DESCRIPTION**

- Works on preparation of materials of the Sava Commission related to area of navigation rules, navigation safety monitoring, vessels' crew, development of navigation maps;
- Works on preparation of materials related to River Information Services (RIS);
- Works on preparation of materials related to development of plans and projects resulting from authorities of the Sava Commission referring to navigation, ports, transportation and navigable waterways;
- Works on preparation of materials of the Sava Commission related to construction, classification, maintenance and development of navigable waterways, jointly with the advisor for regulation and technical maintenance of water flow and water utilization;
- Follows-up and, if needed, participates in work of international organizations and bodies related to inland navigation;
- Performs other tasks and duties as assigned by the Secretary and Deputy Secretary for Navigation.

## **9. ADVISOR FOR TECHNICAL ISSUES OF NAVIGATION**

### ***QUALIFICATIONS, SKILLS and OTHER REQUIREMENTS***

- a) The incumbent shall:
  - Hold first university degree education (ISCED level 5A) with major in engineering;
  - Have at least five years experience in inland navigation;
  - Have good knowledge of relevant international conventions, rules and programs referring to inland navigation;
  - Have active knowledge of English language;
- b) Other essential qualifications include:
  - Responsibility, loyalty, political and diplomatic tact;
  - Understanding of the FASRB and all related protocols and rules, and the Sava Commission's status and role;
- c) Computer skills (word, excel, internet explorer);
- d) Desirable qualifications include a high degree of communication skills and team work ability; and
- e) Desirable experience in international projects and programmes;
- f) Experience in bilateral and international relations.
- g) Desirable, knowledge of one official language of Danube Commission.

### ***JOB DESCRIPTION***

- Works on preparation of materials of the Sava Commission related to technical rules for inland navigation vessels;
- Works on preparation of materials of the Sava Commission related to transport of hazardous substances and protection from pollution caused by navigation;
- Works on preparation of materials of the Sava Commission related to use of radars and radio-connections in navigation;
- Works on preparation of materials related to development of plans and projects resulting from authorities of the Sava Commission referring to navigation, ports, transportation and navigable waterways;
- Follows-up and, if needed, participates in work of international bodies related to inland navigation;
- Proposes implementation of measures of other international organizations and bodies related to technical issues;
- Performs other tasks and duties as assigned by the Secretary and Deputy Secretary for navigation.



## **10. ADVISOR FOR PROTECTION AGAINST DETRIMENTAL EFFECTS FROM WATERS AND EXTRAORDINARY IMPACTS ON THE WATER REGIME**

### ***QUALIFICATIONS, SKILLS and OTHER REQUIREMENTS***

- a) The incumbent shall:
- Hold university degree education (ISCED level 5A) with major in water management;
  - Have at least five years experience in area of protection from hazardous water impacts, integrated water management and water planning;
  - Have good knowledge of relevant international treaties, rules and programs referring to RBM;
  - Have active knowledge of English language;
- b) Other essential qualifications include:
- Responsibility, loyalty, political and diplomatic tact;
  - Understanding of the FASRB and all related protocols and rules, and the Sava Commission's status and role;
- c) Computer skills (word, excel, internet explorer);
- d) Desirable qualifications include a high degree of communication skills and team work ability; and
- e) Desirable experience in international projects and programmes;
- f) Experience in bilateral and international relations.

### ***JOB DESCRIPTION***

- Works on issues referring to protection from hazardous water impacts;
- Prepares and implements activities on development of decisions proposals regarding issues under his/her responsibility;
- Participates in preparations of materials for the Sava Commission Sessions, regarding issues under his/her responsibility;
- Responsible for preparation and organization of meetings of the Sava Commission Working Groups dealing with issues under his/her responsibility;
- Follows-up implementation of the Sava Commission's decisions regarding issues under his responsibility;
- Follows-up the state of regulations in area under his responsibility on European level, Sava River Basin and decisions of ICPDR being of relevance for Sava River Basin;
- Follows-up and participates in work of international organizations and bodies regarding issues under his responsibility;
- Performs other tasks and duties as assigned by the Secretary and Deputy Secretary for integrated river basin management and water planning.

## **11. ADVISOR FOR REGULATION AND TECHNICAL MAINTENANCE OF WATER REGIME AND USE OF WATERS**

### ***QUALIFICATIONS, SKILLS and OTHER REQUIREMENTS***

- a) The incumbent shall:
- Hold university degree education (ISCED level 5A) with major in water management;
  - Have at least five years experience in area of regulation and technical maintenance of water regime and water use and water management and water planning;
  - Have good knowledge of appropriate international treaties, rules and programs referring to RBM;
  - Have active knowledge of English language;
- b) Other essential qualifications include:
- Responsibility, loyalty, political and diplomatic tact;
  - Understanding of the FASRB and all related protocols and rules, and the Sava Commission's status and role;
- c) Computer skills (word, excel, internet explorer);
- d) Desirable qualifications include a high degree of communication skills and team work ability; and
- e) Desirable experience in international projects and programmes;
- f) Experience in bilateral and international relations.

### ***JOB DESCRIPTION***

- Works on issues referring to sustainable water utilization (sufficient water quantity and appropriate quality for navigation and other forms of utilization/use, resolving disputes of interests caused by different ways of utilization and use, and control of the water regime changes caused by different forms of utilization and use);
- Prepares and implements activities on development of decisions proposals regarding issues under his/her responsibility;
- Participates in preparations of materials for the Sava Commission Sessions, regarding issues under his/her responsibility;
- Responsible for preparation and organization of meetings of the Sava Commission Working Groups dealing with issues under his/her responsibility;
- Follows-up implementation of the Sava Commission's decisions regarding issues under his/her responsibility;
- Follows-up the state of regulations in area under his/her responsibility on European level and of ICPDR, being of relevance for Sava River Basin;
- Follows-up and participates in work of international organizations and bodies regarding issues under his/her responsibility;
- Performs other tasks and duties as assigned by the Secretary and Deputy Secretary for integrated water management and water planning.

## **12. ADVISOR FOR PROTECTION OF WATERS AND AQUATIC ECO-SYSTEM**

### ***QUALIFICATIONS, SKILLS and OTHER REQUIREMENTS***

- a) The incumbent shall:
  - Hold university degree education (ISCED level 5A) with major in water management, biology, chemistry or technology;
  - Have at least five years experience in area of protection of aquatic eco-system;
  - Have good knowledge of relevant international conventions, rules and programs referring to protection of aquatic eco-system;
  - Have active knowledge of English language;
- b) Other essential qualifications include:
  - Responsibility, loyalty, political and diplomatic tact;
  - Understanding of the FASRB and all related protocols and rules, and the Sava Commission's status and role;
- c) Computer skills (word, excel, internet explorer);
- d) Desirable qualifications include a high degree of communication skills and team work ability; and
- e) Desirable experience in international projects and programmes;
- f) Experience in bilateral and international relations.

### ***JOB DESCRIPTION***

- Works on issues referring to protection of waters and aquatic eco-systems (sufficient water quantity and adequate quality for conservation, protection and improvement of aquatic eco-system, follow-up of the state of surface and ground waters and protected areas, development of register of the protected area, water protection strategy in Sava River Basin, etc.);
- Prepares and implements activities on development of decisions proposals regarding issues under his/her responsibility;
- Participates in preparations of materials for the Sava Commission Sessions, regarding issues under his/her responsibility;
- Responsible for preparation and organization of meetings of the Sava Commission Working Groups dealing with issues under his /her responsibility;
- Follows-up implementation of the Sava Commission's decisions regarding issues under his/her responsibility;
- Follows-up the state of regulations in area under his/her responsibility on European level, Sava River Basin and of ICPDR, being of relevance for Sava River Basin;
- Follows-up and participates in work of international organizations and bodies regarding issues under his/her responsibility;
- Performs other tasks and duties as assigned by the Secretary and Deputy Secretary for protection of waters and aquatic eco-system.