



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.

The applicants must send a letter of application, copy of diploma, *curriculum vitae* (using the Sava Commission CV form, attached) and 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.

**The closing date for submission of applications is September 24, 2021.
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 why the applicant considers himself/herself suitable for the post, with focus on the background and experience related to the position's requirements.

1. Eligibility criteria

The applicant must:

- be a national of the Republic of Slovenia;
- hold university degree education (ISCED level 7) in economy;
- have a minimum of eight (8) years of professional experience relevant for the post attained after achieving the minimum requirements stated out above.

2. Essential knowledge, skills and abilities

The applicant must have:

- good skills in financial planning and analysis;
- proven experience in accountancy and book-keeping;
- active knowledge of English language.

(S)he also must have:

- computer skills – MS Office applications (Word, Excel, PowerPoint); experience in working with financial and accounting programs;
- valid driving licence;
- good knowledge of the Framework Agreement on the Sava River Basin (FASRB) and related protocols, and the Sava Commission's status and role;

3. Qualifications/skills which would be taken as an asset

- good knowledge of important International Financing Institutions (IFIs), their programmes and procedures;
- proven experience in international projects;
- communication skills and ability to work in a multidisciplinary environment with respect and sensitivity for diversity.

4. The job and key accountabilities

Special Advisor, 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.

Special Advisor will:

- advise the Sava Commission on economic and financial matters arising;
- prepare budget and other financial documents of the Sava Commission;
- perform Secretariat's works related to economic, financial and accounting issues;
- prepare periodical financial plans and reports;
- process financial and accounting documents;
- perform financial project management;
- participate in developing proposals for and soliciting financial support from donors for specific national or trans-national projects;
- participate in preparation of project and tender documents;
- participate 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;
- participate in preparations of the Sava Commission sessions;
- perform other tasks and duties as assigned by the Secretary of the Sava Commission.

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 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).

6. 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.

7. Appointment

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