

TERMS OF REFERENCES

Position 1: Finance and Administration Manager (FAM)

Position 2: Finance and Administration Assistant (FAA)

Program Title:	Integrated Water Resources Management in Kosovo (IWRM-K)
Position titles:	1. Finance and Administration Manager (full-time) 2. Finance and Administration Assistant (full-time)
Duty Station:	Pristina, Kosovo / IWRM-K Program / Skat Consulting Branch in Kosovo
Duration of contract:	One-year initial contract with possibility of extension ¹
Indicative start date:	15 November 2022 (Finance and Administration Manager) 15 December 2022 (Finance and Administration Assistant)
Application deadlines	Position 1 – FAM: 24 October 2022 Position 2 – FAA: 21 November 2022

BACKGROUND / CONTEXT:

The ongoing Integrated Water Resources Management in Kosovo Program (hereinafter IWRM-K or the Program) is being implemented by the Consortium of Skat Consulting Ltd., Switzerland and the Environment Agency Austria (EAA), thanks to the funding provided by the Swiss Agency for Development and Cooperation (SDC) and the Government of Kosovo (GoK).

Its main goal is to build long-lasting water resources management capacities at national and river basin levels in line with the needs of future sustainable development. It catalyses the replacement of the current fragmented approach with a more comprehensive, and highly participatory approach of managing water resources, aligned with the principles of Integrated Water Resources Management (IWRM) and the EU Water Framework Directive (EU WFD)².

The key partner/beneficiary of the Program is the Ministry of Environment, Spatial Planning, and Infrastructure, more specifically its water-related departments (e.g., River Basin District Authority, Kosovo Environment Protection Agency, Hydro-meteorological Institute, Water Division, Environment/Water Inspectorate). The Program has entered the second half of its Phase 1 (May 2020 – April 2024). Two additional subsequent four-year phases may follow subject to successful implementation of the Program and fulfilment of the overall commitment of its main national partners.

To be able to facilitate the implementation of the Program, on a day-to-day basis, Skat Consulting Ltd., Switzerland has established the Skat Consulting Branch in Kosovo that plays the role of a Program Facilitation Unit (PFU). Led by an international Team Leader, the PFU currently employs 13 staff – senior advisers and junior (water) professionals. The PFU is responsible for direct implementation of activities for which nearly EUR 6.5 million have been provided by SDC (EUR 5.5 million) and GoK (EUR 0.850). The Program encompasses additional app. EUR 3 million that are managed directly by Skat Consulting Ltd., Switzerland, i.e., are not channelled through the PFU/Skat Consulting Branch in Kosovo.

One of the senior positions in the PFU is the **Finance and Administration Manager (FAM)** that has become vacant recently. To further strengthen the overall operational capacity of the PFU, the Program also foresees, for the first time, a **Finance and Administration Assistant (FAA)** position.

¹ Following the initial one-year contract duration, the two contracts may be extended until the end of the ongoing Phase 1 (until 30 April 2024). Prospectively, the anticipated Phase 2 of the Program that may result with longer-term engagement of IWRM-K's key staff.

² For more details on the Program, please visit: www.iwrn-k.com

Description:

Dimensions: x