

**TERMS OF REFERENCE**  
**Office Manager and Language Assistant**

<b>Program Title:</b>	Integrated Water Resources Management in Kosovo (IWRM-K)
<b>Post Title:</b>	Office Manager and Language Assistant (full-time)
<b>Duty Station:</b>	Skat, Program Facilitation Unit (PFU), Pristina, Kosovo
<b>Duration of contract:</b>	1 year initial contract with possibility of extension for up to 3.5 years
<b>Indicative start date:</b>	1 November 2020

**BACKGROUND / CONTEXT:**

Following a one-year preparatory process (inception phase), on May 1<sup>st</sup>, 2020 Skat Consulting Ltd. (Switzerland) in consortium with the Environment Agency Austria has launched the implementation Phase 1 of the Integrated Water Resources Management in Kosovo Program (IWRM-K) funded by the Swiss Agency for Development and Cooperation (SDC). Approximately EUR 8 million are allocated by the SDC for a period of four years to support the following key objectives of the Program:

- (1) Formulation of river basin management plans for three river basins along a unified national methodology followed by piloting of prioritized sets of measures;
- (2) Improvement of legislation, institutional setup, and organizational capacity for better water resources management (including the country-wide monitoring system); and
- (3) Democratization of water resources management through environmental awareness-raising and enhanced stakeholder participation.

The Program aims to build long-lasting water resources management capacities in line with Kosovo’s socio-economic and political priorities, as well as the needs of future sustainable development. It works toward fundamentally improving the capacity and strengthen the role of the (newly created) Ministry of Economy and Environment, and especially the River Basin District Authority as an institution with a central role over river basin management planning and development. This is carried out in parallel to efforts to clarify roles and strengthen functional relationships with a wide range of institutional and non-institutional stakeholders charged with responsibilities over the main components of the country’s IWRM System (Planning, Monitoring, Implementation, Permitting and Inspection, Communications and Stakeholder Participation, and Data Exchange and Management).

To be able to facilitate the implementation of such a Program, Skat Consulting Ltd. intends to hire an Office Manager and Language Assistant who will join the Pristina-based Program Facilitation Unit (PFU) currently comprising a Team Leader, four Senior Advisers in charge of different aspects of water resources management and institutional development, and a Finance and Administration Manager. Additional junior experts will join the PFU at the later stages of the Program.

The Office Manager and Language Assistant will be responsible for the administrative and organizational management of the office. The ideal candidate will be experienced in handling a wide range of administrative and executive support related tasks, will be exceedingly well organized and flexible, and will enjoy the administrative challenges of supporting a small office of diverse people and programs. This individual must be able to function effectively in a variety of roles within a dynamic environment under minimum supervision.

These TOR describe the scope of work, and the key duties and responsibilities of the full-time **Office Manager and Language Assistant**.

Description:

Dimensions: x