

TERMS OF REFERENCES

Finance and Administration Manager

Program Title:	Integrated Water Resources Management in Kosovo (IWRM-K)
Post Title:	Finance and Administration Manager (full-time)
Duty Station:	Skat, Program Facilitation Unit (PFU), Pristina, Kosovo
Duration of contract:	1 year initial contract with possibility of extension for up to 4 years
Indicative start date:	01 May 2020

BACKGROUND / CONTEXT:

Since May 2019, Skat Consulting Ltd. (Switzerland) in consortium with the Environment Agency Austria has been leading the initiation of the Integrated Water Resources Management in Kosovo (IWRM-K) Program funded by the Swiss Agency for Development and Cooperation (SDC). This ongoing inception phase, comprising a Program design and planning process, as well as stakeholder mobilization efforts, will end by April 2020 and be followed by a four-year implementation phase. The SDC budget for the implementation phase amounts to app. 8 million EUR. In addition, financial contribution of the Government of Kosovo is expected to enhance the Program's overall budget and related activities.

The Program design includes three key components: (1) formulation of river basin management plans for three river basins followed by piloting of prioritized sets of measures; (2) improvement of legislation, institutional setup and organizational capacity for better water resources management (incl. the country-wide monitoring system); and (3) democratization of water resources management through awareness raising and enhanced stakeholder participation. Emphasis will be placed on building 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. The Program aims to fundamentally improve the capacity and strengthen the role of the (newly created) Ministry of Infrastructure and Environment, and especially the River Basin District Authority. This will be done in parallel to efforts to strengthen functional relationships with other institutional and non-institutional stakeholders.

The Program will support prototyping and demonstrating a number of water resource management approaches and practices (e.g., for reducing pressures from different sources of pollution, improving water use efficiency, improving water monitoring). This complex combination of soft and hard measures will be implemented through different modalities, such as contracting, and implementation of a competitive grant scheme. This is expected to result in considerable administration and financial management demand that will need to be aligned with SDC's respective guidelines, as well as Kosovo's pertaining legislation regulating procurement, financial management and the like.

To manage the implementation of the Program locally, Skat Consulting Ltd. is in the process of establishing a full-fledged Program Facilitation Unit (PFU) based in Pristina. The PFU will be staffed by a combination of highly qualified senior advisers and junior (water) professionals. The key PFU positions are presented in the text box here next. Among the key positions in the PFU, there is the one of the **Fi-**

nance and Administration Manager who needs to be available from the outset of Program implementation. Therefore, Skat Consulting Ltd. now seeks to hire a senior professional with extensive experience in financial management, accounting, operations management, and project/programme administration.

Skat: Program Facilitation Unit (PFU) in Kosovo

- Team Leader
- Senior Advisor Capacity Development and Monitoring & Results Measurement / Deputy Team Leader
- Senior Advisor River Basin Planning and Water Information Systems
- Senior Advisor Water Resources Management, Focal Point Gender & Inclusion, Procurement Manager
- Senior Advisor Skills Development & Civil Society Development
- Finance and Administration Manager
- Office Manager & Language Assistant
- National Junior Experts 1, 2, 3

DUTIES AND RESPONSIBILITIES:

Under the direct supervision of the Team Leader, and the overall guidance by the Program Manager at Skat headquarters, the Finance and Administration Manager will be responsible to organize and guarantee the smooth functioning of the financial and administrative operations of the IWRM-K in Kosovo. Main duties include effective collaboration with partner organizations and service providers with regard to financial administration and/or running of activities, overall responsibility for budgeting, handling audits and related audit recommendations, and act as a point of contact for financial and administrative matters. More specifically, s/he will be responsible for the following key tasks:

1. Oversee all finance and accounting functions including asset management, cash flow management, payroll, bank and cash transactions, reporting according to national and international standards, ensuring that all financial and administrative procedures and practices are in accordance with generally accepted accounting principles and in strict compliance with the Program's Financial and Administrative Procedures (FAP), relevant SDC instructions and regulations, and Kosovo national legislation, regulations, rules and guidelines;
2. Develop, implement and administer internal policies and procedures relating to financial and administrative activities; ensure that they are compatible with prevailing laws of Kosovo and with donor criteria, interpret and explain applicable rules, laws and regulations to supervisors and others;
3. Manage preparation and maintenance of all necessary financial records and reports, accounts payable, accounts receivable, inventory of assets; ensure that the purchasing of materials, supplies and equipment are conducted in accordance with internal policies and procedures;
4. Provide support to the preparation of Program work-plans focusing on operational and financial planning processes;
5. Support the preparation of Program progress and other reports by providing relevant financial and administrative information;
6. Ensure overall responsibility for administrative tasks in collaboration with the Office Manager (e.g., related to event management, provision of office supplies, travel, small purchases);
7. Under instruction of the Program Team Leader oversee all aspects of human resource management for all employees;
8. Take overall responsibility for the finance training of the PFU staff on internal standards and donors' requirements;
9. Ensure that regular financial statements are produced in order to provide the Program Team Leader with timely and precise information for decision making;
10. Prepare and present annual financial statements on request, contract yearly financial audits and provide all necessary information to auditors;
11. Review and approve all contracts with regard to the correctness, completeness and legality of clauses regarding payments and payment conditions;
12. Closely collaborate with the procurement and contracts managers in their tasks;
13. Assist in developing of a contract implementation tracking system and take lead in communicating formal contractual requirements with Program's vendors/contractors;
14. Take part in formulating the financial and administrative requirements and contractual arrangements as part of the Program-backed Competitive Grant Scheme which would involve a wide range of different stakeholders (e.g., public or private legal entities, companies, individuals, NGOs/CSOs);
15. Perform other duties as required.

QUALIFICATION REQUIREMENTS:

- Minimum university degree (e.g., finance, accounting, economics, business administration or management). Advanced degree (e.g., M.Sc./MA) is considered an asset;
- At least 5 years of continuous work experience in finance and administration or relevant experience in another finance related business or financial occupation (e.g., accountant, loan officer, auditor, financial analyst), preferably for international organizations and/or similar programmes/projects;
- Experience with managing larger budgets for projects/programmes preferably for international organizations;
- Knowledge of Kosovo's relevant national regulations (e.g., financial management, public procurement, auditing, taxation, contracts management);
- Strong time, task, and resource management as well as verbal and written communication skills;
- Proactive team player with good ability to work under pressure;
- Proficiency in spoken and written English and Albanian. Knowledge of Serbian is considered an asset;
- Proficiency in office software/computer use.

APPLICATION PROCEDURE:

Interested candidates need to submit their full application to kosovo@skat.ch by **10 March 2020**. The application needs to comprise the following documents/information:

1. *Cover letter* (summarizing qualifications and relevance for the position based on previous experience)
2. *Most updated professional CV*;
3. *Contacts of at least three persons* for reference checking purposes;

Skat Consulting Ltd. is committed to achieving diversity within the Pristina-based PFU, and encourages all qualified applicants, irrespective of gender, nationality, culture, religious and ethnic backgrounds to apply. All applications will be treated in confidence.