

TERMS OF REFERENCES

Three Junior Water Professionals for the Ministry of Economy and Environment

Program Title:	Integrated Water Resources Management in Kosovo (IWRM-K)
Posts Titles:	1. Water Quality Analyst 2. Water Monitoring Analyst 3. Water Permitting Officer
Duty Station(s):	Seconded to the respective units of the Ministry of Economy and Environment, Pristina, Kosovo
Type and duration of contract(s):	Full-time, one year initial contract with possibility of extension until December 2023
Indicative start date:	1 st March 2021

PROGRAM BACKGROUND:

The Integrated Water Resources Management in Kosovo Program (IWRM-K) is being implemented by the Consortium of Skat Consulting Ltd., Switzerland, and the Environment Agency Austria (EAA), thanks to the generous funding provided by the Swiss Agency for Development and Cooperation (SDC). Its main goal is to build long-lasting water resources management capacities at national and river basin levels in line with Kosovo's socio-economic and political priorities, as well as the needs of future sustainable development. It aims to help replace 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).

Over the coming years, the IWRM-K will help to create the enabling environment for the envisaged transformation of Kosovo's water resources management through: (i) Support to the development of institutional capacity for IWRM; (ii) Preparation of coherent planning and technical documentation base to inform future measures and water resource management decisions (e.g., River Basin Management Plans, other country-level policies, strategies, and plans); (iii) Support to knowledge and skills development of (young) water professionals whilst facilitating relevant job creation; and (iv) Public awareness-raising on environmental issues and creating stakeholder participation mechanisms in water resources management.

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 (MEE), especially the River Basin District Authority (RBDA) and Kosovo Environmental Protection Agency (KEPA) (including the Directorate for the Environmental State Assessment (DESA) and Hydrometeorology Institute of Kosovo (HMIK)). The main efforts will be 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 ensure the success in improving the capacities of the above-mentioned institutions, among others, the IWRM-K is about to hire three Junior Water Professionals (JWPs) who will be seconded to one of those. The profiles of these junior professionals were agreed with the beneficiary institutions based on an earlier needs assessment.

While the Program is able to hire the junior professional on a temporary basis only (maximum until December 2023), efforts will be taken to ensure their additional temporary or permanent employment at the beneficiary institutions¹.

The ToRs below describe the scope of work and the following key duties and responsibilities of the three full-time JWPs.

DUTIES AND RESPONSIBILITIES OF THE CHEMIST FOR 'CHEMIST FOR WATER QUALITY ANALYSES'

The Chemist for Water Quality Analyses will be hired by the Skat Consulting Ltd. Branch in Kosovo and seconded to the beneficiary institution: KEPA/HMIK.

Under the direct supervision of the Team Leader of the IWRM-K and the HMIK Director, as well as close cooperation with an assigned IWRM-K Senior Adviser the Chemist for Water Quality Analyses will support HMIK to upgrade the current water chemical quality monitoring programmes in line with the requirements of EU Water Framework Directive, by undertaking the following key tasks:

1. Specific tasks performed at HMIK:

- Provide support to HMIK on water quality monitoring programmes and operative chemical analyses, including:
 - Carry out all practical analytical work related to the analyses of organic contaminations by GC-MS, including
 - Treatment/sample preparation for analysis through GC-MS, automatic extraction system, sample concentration procedure in the rotary evaporator, and any other laboratory equipment/methods required;
 - Preparation of a series of standard solutions for calibration and QC of samples
 - Calibration and maintenance of the involved instruments
 - Operation of the GC-MS instrument, programming, operation, evaluation of chromatograms, data extraction and reporting
 - Preparation of sampling glassware, chemicals and other resources required for determining the necessary compounds;
 - Support to quality control, assessment of errors in measurement (uncertainty), results from the calculation, preparation of the report, and result interpretation;
 - Take part and support to organization of chemical water analyses as per possible requests of the inspectorate and other authorized institutions.
 - Support to developing sampling plans for additional selected parameters, as prioritized by HMIK/IWRM-K, including identification of appropriate laboratory equipment for conducting analyses and interpretation of results, as required;
 - Communicate results of the analyses with the relevant authorities in MEE, and provide follow-up recommendations;

¹ This is based on earlier understanding between the Government of the Republic of Kosovo represented by the MEE and the Government of Switzerland represented by the Swiss Cooperation Office in Kosovo. In any case, during the course of their engagement by the Program, the selected JWPs will be equipped with new specialized knowledge which will be beneficial to the country regardless in their future roles.

- Support the beneficiaries in upgrading the selection of monitoring sites based on field missions;
- Fully engage in ensuring that monitoring programmes are properly implemented (e.g., by supporting the planning of monitoring activities, timely indication on operational needs such as consumables, spare parts, field missions);
- Take an active role in upgrading the current water chemical quality monitoring programmes by assisting the operationalization of monitoring equipment available at HMIK (e.g., GC-MS/QP2010/Shimadzu) and additional equipment that may be provided by the IWRM-K Program. More specifically:
 - Support the preparations for the upcoming trainings to be provided by the water quality monitoring experts of the Environment Agency Austria (e.g. ensuring that the equipment is functional, that necessary consumables are available etc.);
 - Take a lead role in organizing the logistics of the trainings;
 - Act as a key trainee who will acquire the necessary technical knowledge and assist its integration in the HMIK's future water quality monitoring programmes;
 - Take part in drafting sampling and analytical methods for the selected monitoring parameters (e.g. Poly-Aromatic-Hydrocarbons (PAH), PCB, and pesticides in the surface water samples, urban and industrial discharge water samples);
 - Take part in field sampling missions as part of the training, as well as future pilot monitoring programmes;
 - Support the establishment and maintenance of the monitoring databases and reporting in line with HMIK information systems, as well as any new Program-backed improvements;
 - Engage in trainings on interpretation of monitoring results for different purposes (e.g., characterization of water bodies in line with the EU regulations and standards);
 - Work to transfer practical (new) knowledge among HMIK technical and professional staff as well as possible external trainees.

2. General coordination and administrative support to the PFU team:

- Serve as a liaison between IWRM-K Advisers, Program's International Peers (e.g., EAA water quality monitoring experts) and KEPA/HMIK and other key beneficiaries
- Take the coordination and secretary role in the working groups to be created with the support of the IWRM-K Program
- Take part in Program-supported trainings on different aspects of IWRM
- Perform additional Program-related tasks as may be assigned or delegated by the PFU and HMIK as needed.

3. Specific Qualification Requirements for the Chemist for Water Quality Analyses

- Education in chemistry/biochemistry or related

DUTIES AND RESPONSIBILITIES OF THE 'WATER MONITORING ANALYST'

The Water Monitoring Analyst will be hired by the Skat Consulting Ltd. Branch in Kosovo and seconded to the beneficiary institution: KEPA/DESA.

Under the direct supervision of the Team Leader of the IWRM-K, DESA Director, and close cooperation with an assigned IWRM-K Senior Advisers, the Water Monitoring Analyst will be responsible to support the efforts of improving water quality data collection, analysis and reporting as part of KEPA/DESA, by undertaking the following tasks:

1. Specific tasks performed at KEPA/DESA:

- Support the upgrading of the water quality monitoring program, including emissions from different sources (e.g., through selection of monitoring sites and parameters in line with the national legislation and EU directives);
- Support the improvement of water emissions data collection & storage, and maintenance of the related databases;
- Assist water status assessment, identification of impacts and risks that are related to the water emissions, as well as other water management aspects;
- Provide support to Water / Environmental reporting, to both national and international institutions as per legal requirements;
- Perform water emissions analysis as per the Law on Water, Law on Environment Protection, EU Water Directives, and other international conventions;
- Monitor, and gather the inventory data for surface waters emissions, specifically for reservoirs and recreational waters, drinking water, and bottled water;
- Support KEPA to report on water emissions in both quality and quantity terms, and other water management aspects such as water use according to EIONET/EEA requirements;
- Take part in design of monitoring programmes that are carried out by other partner institutions (e.g., HMIK, RBDA) as part of different working groups.

2. General coordination and administrative support to the PFU team:

- Serve as a liaison between PFU Advisers, Program International Peers and KEPA/DESA and other key beneficiaries;
- Take the coordination and secretary role in the working groups to be created with the support of the IWRM-K Program;
- Take part in Program-supported trainings on different aspects of IWRM;
- Perform additional Program-related tasks as may be assigned or delegated by the PFU and HMIK as needed.

3. Specific Qualification Requirements for the Water Monitoring Analyst

- Education in hydrobiology, bio-chemistry, water engineering, or related

DUTIES AND RESPONSIBILITIES OF THE 'WATER PERMITTING OFFICER'

The Water Permitting Officer will be hired by the Skat Consulting Ltd. Branch in Kosovo and seconded to the beneficiary institution: RBDA. S/he will be primarily involved in review of requests

and issuing of permits related to water abstraction and discharges from wastewater treatment plants².

Under the direct supervision of the Team Leader of the IWRM-K, the RBDA Director, and close cooperation with an assigned IWRM-K Senior Adviser, the Water Permitting Officer will be responsible to improve the overall performance of the water permitting process in the RBDA, by undertaking the following tasks:

1. Specific tasks performed at RBDA:

- Support the review of the technical-investment documentation (e.g., studies, engineering designs, plans for investments), including permit requests of various parties (e.g., operators, investors) in accordance with the relevant legislation, draft appropriate recommendations and/or decisions/water acts as required;
- Support the drafting of permits based on the review process;
- Engage in efforts to introduce water resources planning software/models, in support to the decision-making processes;
- Support the review of law enforcement effectiveness with respect to permitting requirements as per the respective water administrative instruction(s);
- Draft analytical and other reports based on the monitoring of permit implementation;
- Take part in upgrading the water permit management system in line with the national legislation and models introduced by the IWRM-K Program, based on guidance provided by senior professionals/experts;
- Take part in train-the-trainer sessions on issues related to water permits analysis, issuance, and permits monitoring;
- Provide support in generating, reviewing of and providing feedback to technical reports on other issues such as hydrological analyses, water balance assessments, river basin management plans, and design of hydrological monitoring system.
- Work to transfer practical newly gained knowledge among existing and new peers/colleagues.

2. General coordination and administrative support to the PFU team:

- Serve as a liaison between PFU Advisers, Program International Peers and RBDA and other key beneficiaries
- Take the coordination and secretary role in the working groups to be created with the support of the IWRM-K Program
- Take part in Program-supported trainings on different aspects of IWRM
- Perform additional Program-related tasks as may be assigned or delegated by the PFU and HMIK as needed.

3. Specific Qualification Requirements for the Water Monitoring Analyst

- Education in water engineering or related

² Since educational programmes for water abstraction and wastewater treatment currently exist at the Faculties of Civil Engineering in Kosovo, the most suitable profile for the position is the one of a Water/Hydraulic Engineer.

QUALIFICATION REQUIREMENTS RELEVANT TO ALL POSITIONS

To perform her/his tasks, the Junior Advisers shall possess the following competencies:

- Minimum university degree in related disciplines. Relevant MSc will be considered a strong asset;
- Proven relevant work experience in performing similar work as described in the duties and responsibilities of the position;
- Knowledge of the local and EU water-related legislation is considered an asset;
- Experience in the analysis and evaluation of data, statistics and in data management
- Excellent written and verbal communication skills in Albanian and English, and other local languages is considered as an asset;
- Excellent communication, interpersonal skills, and reporting skills;
- Highly motivated to engage into a peer-to-peer, on-the-job knowledge/skills building;
- Knowledge of MS Windows and MS Office and ability to operate with specific water monitoring applications. Knowledge of other relevant software packages will be considered an asset (e.g., database management, GIS);
- Ability to coordinate smoothly with multiple parties (including capacity building programs and local institutions), work under pressure, and tight deadlines.

APPLICATION PROCEDURE RELEVANT TO ALL POSITIONS

Interested candidates need to submit their application to kosovo@skat.ch by February 22, 2021. The application needs to comprise the following documents/information in English language:

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

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

NOTE: Delayed and incomplete applications will not be accepted. Shortlisted candidates will be considered for further evaluation (e.g., through interview, written test).