

## TERMS OF REFERENCES

**Position 1:** Finance and Administration Manager (FAM)

**Position 2:** Finance and Administration Assistant (FAA)

<b>Program Title:</b>	Integrated Water Resources Management in Kosovo (IWRM-K)
<b>Position titles:</b>	<ol style="list-style-type: none"> <li>1. Finance and Administration Manager (full-time)</li> <li>2. Finance and Administration Assistant (full-time)</li> </ol>
<b>Duty Station:</b>	Pristina, Kosovo / IWRM-K Program / Skat Consulting Branch in Kosovo
<b>Duration of contract:</b>	One-year initial contract with possibility of extension <sup>1</sup>
<b>Indicative start date:</b>	15 November 2022 (Finance and Administration Manager) 15 December 2022 (Finance and Administration Assistant)
<b>Application deadlines</b>	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)<sup>2</sup>.

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.

<sup>1</sup> 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.

<sup>2</sup> For more details on the Program, please visit: [www.iwrm-k.com](http://www.iwrm-k.com)

Therefore, the Program now seeks to hire **two qualified candidates** for the FAM (senior) and FAA (junior) positions respectively<sup>3</sup>. Both candidates are expected to have relevant educational backgrounds and complementary competences in such areas as financial management, accounting, operations management (e.g., procurement, recruitment, grants management, asset management, travel), and project/program administration in general. The primary responsibility for organizing the respective processes will rest within the FAM who, in line with the delegated authority by the Team Leader, will specify working packages/inputs to be provided by the FAA<sup>4</sup>.

The finance/administration work is regulated and guided by several documents (e.g., Finance and Administration Manual, Procurement Manual, operating manuals for Competitive Grants Scheme, and grants for Civil Society Organizations) that have been customized to meet the specific implementation needs of the Program. The FAM/FAA will have the core role in ensuring vigilant and efficient implementation of these documents.

#### **DUTIES AND RESPONSIBILITIES:**

Under the leadership of the Team Leader, and the overall guidance by the Program Manager and at Skat Consulting Ltd., Switzerland, the FAM/FAA will be responsible to organize and guarantee smooth functioning of the financial and administrative operations of IWRM-K both for the needs of implementation of the Swiss and GoK co-funded activities.

Main responsibilities include **i)** budgeting, processing of payments, accounting, financial management, **b)** handling audits and related audit recommendations, **iii)** procurement, recruitment procedures and corresponding contract management, **iv)** asset management **v)** grants management, and **vi)** act as points of contact for financial and administrative matters.

More specifically, FAM/FAA will be responsible for the following key tasks:

#### ***Preparatory work:***

1. Study carefully existing relevant documentation regulating/guiding the Program's financial and administrative work
2. Get acquainted with the Program's existing financial management / accounting systems and software used
3. Study the finance/administration practices applied and propose improvements as required and possible; engage in an intense handover/learning process through a close cooperation with the existing FAM<sup>5</sup>
4. FAM only: act as an authorized representative of Skat Consulting Branch in Kosovo as required by the national legislation (e.g., Law on Business Organizations)

#### ***Regular work:***

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 IWRM-K's Financial and Administrative Manual, the relevant SDC instructions and regulations, and Kosovo national legislation, regulations, rules and guidelines
2. Develop/improve, 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

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<sup>3</sup> As a first step, the Program will recruit the FAM who will then be involved in the selection of FAA in a way to complement qualifications/competencies.

<sup>4</sup> The Team Leader will be direct supervisor of FAM and FAA. However, under delegated authority by TL, FAM may further delegate tasks to the FAA. The performance evaluation of the FAA will be done by the TL based on feedback of the FAM.

<sup>5</sup> The current FAM is in a one-month notice period during which the majority of handover duties need to be fulfilled.

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 project 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 Team Leader oversee all aspects of human resource management for all employees (contract management/extension, leave days, payment of taxes, adherence to employment legislation of Kosovo in general)
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 regarding the correctness, completeness, and legality of clauses regarding payments and payment conditions
12. Ensure that procurement rules and regulations are applied correctly
13. Guide and support procurement/recruitment procedures and collaborate with the respective PFU contracts managers in their tasks
14. Assist in developing/maintaining of a contract implementation tracking system and take lead in communicating formal contractual requirements with Program's vendors/contractors
15. Develop financial and administrative requirements, contractual arrangements, and grant tracking systems as part of the Competitive Grant Scheme and other grants programs which involve a wide range of different stakeholders (e.g., individuals, public or private legal entities, NGOs/CSOs)
16. Perform other duties as required.

**QUALIFICATION REQUIREMENTS:**

**Position 1: Finance and Administration Manager (FAM)**

*Minimum 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 10 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 from at least 2 projects/assignments that involve 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)
- Proficiency in spoken and written English and Albanian. Knowledge of Serbian is considered an asset

*Additional desired skills/knowledge/certification*

- Knowledge from use and maintenance of ICT systems in an office setup

- Strong time, task, and resource management as well as verbal and written communication skills
- Proactive team player with good ability to wonder pressure
- License for public procurement and/or knowledge of relevant internationally applied procurement methods
- Possession of a SCAAK certificate
- Experience from management of grants

**Position 2:** Finance and Administration Assistant (FAA)

*Minimum 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 4 years of continuous work experience in finance/administration/operations, preferably for international organizations and/or similar programmes/projects
- Experience from at least 1 project/assignment in capacity of finance/administration/operations staff (e.g., project assistant, finance and administration assistant, administration officer)
- Proficiency in spoken and written English and Albanian. Knowledge of Serbian is considered an asset

*Additional desired skills/knowledge/certification*

- Knowledge from use and maintenance of ICT systems in an office setup
- Strong time, task, and resource management as well as verbal and written communication skills
- Proactive team player with good ability to wonder pressure
- Possession of a relevant licenses/certificates and/or training (procurement, finance, accounting)
- Experience from projects involving grants

**APPLICATION PROCEDURE:**

Interested candidates need to submit their application to [tender@skat.ch](mailto:tender@skat.ch) by:

**Position 1 – FAM:** 24 October 2022

**Position 2 – FAA:** 21 November 2022

**IMPORTANT NOTE:** interested candidates can **apply for one of the two offered positions only** in line with the respective qualification requirements. Applications submitted to both positions will not be considered.

The application needs to comprise the following documents/information:

1. *Cover letter* (summarizing motivation, 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
4. *Indicative financial proposal/salary expectations.* The indicative salary expectations need be expressed in the form of an all-inclusive annual cost for the services/annual gross salary (the proposed amount would include fee, as well as all legal obligations for tax, social insurance, pensions. No additional benefits will come on top) NOTE: Workplace, equipment and work-related travels will be provided by the Program.