

## TERMS OF REFERENCES

### Program Administrator – Water Protection and Institutional Development Specialist

<b>Program Title:</b>	Integrated Water Resources Management in Kosovo (IWRM-K), Phase 2
<b>Post Title:</b>	Program Administrator – Water Protection and Institutional Development Specialist (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
<b>Indicative start date:</b>	03 February 2025

#### BACKGROUND / CONTEXT:

Following the successful completion of Phase 1 (2020-2024) of the “Integrated Water Resources Management in Kosovo” (IWRM-K) Program and building upon the multitude of results and lessons learned, Phase 2 (2024-2029) is designed to take the water sustainability agenda to the next level seeking to transform Kosovo into a model for resilience and sustainability in managing water resources. Over the coming years, this Program will help address some of the root causes of Kosovo’s severe challenges in relation to water. By building capacities to tackle these challenges, it will help ensure sufficient water for Kosovo’s people, economy, and ecosystems.

The Program’s Phase 2 implements carefully designed and strategized interventions that will help gradually build the country’s capacity to adopt IWRM as a viable response to the current and future challenges, by investing in:

#### **Plans and Measures:**

- Alignment of Kosovo’s water policy, strategic, and planning framework with EU-based standards and approaches.
- Facilitating the implementation of the existing RBMPs through supporting a series of targeted measures to address sources of pollution from industry, agriculture, settlements, as well as through promoting Nature-based Solutions.

#### **Legislation, Institutions, and Knowledge:**

- Upgrading the water legislation and supporting institutional and organizational capacity development for water resource management among partner institutions at national and local / municipal levels.
- Facilitating budgetary increases to support IWRM through improved water financing models.
- Continue introducing top water science courses in national universities and creating on-the-job training opportunities for young professionals, experts, and researchers.
- Upgrading the current water monitoring and Water Information systems.

#### **Stakeholder participation, Civil Society Organizations, and Awareness Raising:**

- Further develop the newly introduced stakeholder participation mechanisms to ensure democratization of water resource management.
- Empowering stakeholders and CSOs to partner with the Government on water resources management through targeted training and grants.
- Conducting communication and awareness-raising activities at national and local levels to spur action and position water resource management as a top priority on the country’s political agenda.

The Program is co-funded by the **Swiss Agency for Development and Cooperation (SDC)** and the **Government of Kosovo (GoK)**. Its implementation is entrusted to a consortium comprising Skat Consulting, Switzerland, and the Environment Agency Austria (EAA). The day-to-day implementation is managed by the Pristina-based Program Facilitation Unit (PFU) staffed with a dedicated team of professionals with expertise in various technical and institutional water-related issues.

To enhance the capacity of the PFU, Skat Consulting is seeking to recruit a **junior professional** for the position of **Program Administrator – Water Protection and Institutional Development Specialist**. The selected candidate will provide key support to the PFU Senior Advisers/Component Leaders. This role combines **technical expertise** in water protection – focusing on mapping and managing diffuse sources of pollution, as well as water monitoring – with **soft skills** related to institutional development and capacity strengthening.

#### DUTIES AND RESPONSIBILITIES:

Under the overall guidance of the **Team Leader** and direct supervision of the respective **Component Leader(s)/Senior Adviser(s)** and in close collaboration with the Program's experts, partners, and beneficiaries, the **Program Administrator – Water Protection and Institutional Development Specialist** will support the implementation of key activities under **Phase 2** of the Program. The role focuses on promoting the **effective use and protection of water resources**, with particular emphasis on **addressing diffuse pollution** and **strengthening the capacity** of institutions involved in **water monitoring and management**. Specifically, the responsibilities include overseeing the following **priority lines of intervention**:

#### **1. Support to Component Leaders**

- Provide technical and administrative assistance to Senior Advisers/Component Leaders in planning, implementing, and monitoring assigned Program tasks.
- Facilitate communication and coordination with key project partners and stakeholders to ensure effective delivery of results.
- Support synergy and coherence in Program implementation and delivery.

#### **2. Support to Water Protection and Water Monitoring**

- Assist in the design and implementation of Program activities promoting sustainable agricultural practices within the context of IWRM, including the implementation of the grants program and establishment of the agro-meteorological monitoring system.
- Support the design and implementation of Program activities aimed at building water monitoring capacity within the Kosovo Hydro-Meteorological Institute.

#### **3. Support to Institutional Strengthening**

- Assist in organizing and facilitating training sessions, workshops, and capacity-building activities for institutional staff and relevant stakeholders.
- Support improvements to internal systems and procedures of partner institutions, including staff management, database development, and asset tracking.
- Act as a liaison between the Program and its partners, such as government agencies, universities, and Young Water Professionals.
- Provide support in supervising the implementation of research projects and grants.

#### **4. Cross-Cutting Responsibilities**

- Collect, analyze, and document data on water use, protection, and institutional development activities, and prepare detailed reports for internal and external stakeholders.
- Stay informed about best practices in water protection and institutional strengthening and share relevant insights to enhance Program outcomes.

#### QUALIFICATION REQUIREMENTS:

##### **Education:**

- Minimum university degree in **Water Management, Agriculture, Process Engineering**, or a related field.
- An advanced degree (M.Sc./M.A.) will be considered a strong asset.

##### **Professional Experience:**

- Preferably 4 or more years of **professional, research, or practical experience** in areas combining **water protection and land-use management, agriculture, and institutional capacity development**, preferably within international organizations and/or projects.
- Experience in **coordinating activities** and **organizing events** with diverse stakeholders.

**Technical Skills:**

- Strong knowledge of **water protection policies, diffuse pollution management, and institutional frameworks.**
- Experience with **GIS tools** and database management systems.
- Familiarity with **environmental and water management issues** in Kosovo is an asset.

**Communication and Interpersonal Skills:**

- Excellent communication and interpersonal skills for effective engagement with diverse stakeholders.
- Proficiency in **spoken and written Albanian and English**; knowledge of Serbian is an advantage.
- A **proactive, energetic, and highly motivated** personality.

**APPLICATION PROCEDURE:**

Interested candidates should submit their application to [skatconsultingkosovo@skat.ch](mailto:skatconsultingkosovo@skat.ch) by **10 January 2025**. The application must include the following documents/information:

- Cover letter (summarizing motivation, qualifications and relevance for the position based on previous experience).
- Updated professional CV.
- Contact details of at least three references for reference checking purposes and/or reference letters/recommendations from previous employers/clients.
- Sample professional reports preferably on topics relevant to the TOR.

Skat Consulting Ltd. encourages applications from all qualified individuals, regardless of gender, nationality, culture, religious and ethnic backgrounds. All applications will be handled confidentially.