

**CALL FOR the recruitment of a Project Coordinator / Chief Technical Advisor  
(PC/CTA)**

**The Global Water Partnership Mediterranean is seeking to hire a Project Coordinator / Chief Technical Advisor (PC/CTA) for the GEF funded project titled: “Enabling transboundary cooperation and integrated water resources management in the extended Drin River Basin”.**

**The background of the Project and details about the post are provided in the Terms of Reference in Annex I.**

Please note that the successful candidate will be hired by MIO-ECSDE, a civil non-profit society based in Greece, in its capacity as Host Institute for GWP-Med .

<b>Type of Contract:</b>	Service Contract
<b>Duty Station:</b>	Tirana, Albania and Athens, Greece
<b>Duration:</b>	Four years - renewed annually
<b>Occupation:</b>	50% of a full time engagement, spread throughout a project year
<b>Position Grade:</b>	Senior Programme Officer
<b>Application deadline:</b>	<b><u>Wednesday 18 November 2015</u></b>

The Global Water Partnership (GWP) is a global action network of partner organisations supporting countries and regions in their vision for a water secure world. GWP’s mission is to advance governance and management of water resources for sustainable and equitable development. Since 1996 when it was launched, GWP has grown into a network of over 3,000 Partner organisations, 13 Regional Water Partnerships and 87 Country Water Partnerships worldwide. Since 2000, GWP holds inter-governmental status (Global Water Partnership Organisation). For more information: [www.gwp.org](http://www.gwp.org)

The Global Water Partnership – Mediterranean (GWP-Med) is responsible for the Mediterranean region, covering countries of the Near East, North Africa, Southeastern Europe and the European Union. GWP-Med is legally represented by the Mediterranean Information Office for Environment, Culture and Sustainable Development (MIO-ECSDE), holding non-governmental organization (NGO) status, based on a Host Institute Agreement between GWPO and MIO-ECSDE. GWP-Med is serviced by the GWP-Med Secretariat. For more information: [www.gwpmed.org](http://www.gwpmed.org)

### **1. Application procedure**

Applicants are requested to study carefully the Terms of Reference provided in Annex I.

Interested candidates can apply by sending an e-mail to the attention of Ms. Zoe Karka [zoe@gwpmed.org](mailto:zoe@gwpmed.org) with the indication “Application for GEF-DRIN Project” in the subject, attaching the following documents:

- **A Cover letter** explaining why they are a suitable candidate for the advertised position, describing their experience, qualifications and competencies responding to the position’s needs. Contents should focus on the background and experience relative to the position’s requirements. The cover letter should be 1 page max.

- **Their detailed CV**, using the model CV form provided in Annex II, including past experience in similar projects and contact details of referees.

**Incomplete applications will not be considered. Please make sure you have provided all requested information.**

## **2. Evaluation Procedure**

Applications will be examined by an evaluation committee as follows:

- A) The Committee will examine the applications and accompanying CVs and motivation letter received in relation to the qualifications listed in the TORs. Applications which do not meet the required qualifications will be excluded from further evaluation. The remaining applications will be further evaluated by the Evaluation Committee, concluding with a short list.
- B) The Evaluation Committee may decide to hold personal interviews with the short-listed applicants. Applicants called to an interview may be requested to submit in printed format prior to their interview all documentation supporting their declared qualifications.
- C) The final evaluation will be based on an analysis of qualifications and competencies. The candidate to be selected will be the one evaluated and determined as:
  - Responsive to the procedure described herein;
  - Compliant to the ToR of the post;
  - Having received the highest score out of a pre-determined set of weighted criteria (see below)

### **Criteria - max. 100 points:**

- Criteria A – Academic Qualifications/Education as indicated under the ToR section entitled “Qualifications” (max points: 20)
- Criteria B – Required Experience as indicated under the ToR section entitled “Qualifications”, and evaluation of the motivation letter (max points: 45).
- Criteria C – Desired Experience as indicated under the ToR section entitled “Qualifications” (max points: 35)

For further information or clarification please contact: [secretariat@gwp-med.org](mailto:secretariat@gwp-med.org)

**Athens 29 October 2015**

**The Chairman of GWP-Med**

**Prof. Michael Scoullos**

## **ANNEX I**

### **Terms of Reference for a: Project Coordinator/ Chief Technical Advisor (PC/CTA)**

In the framework of:

*The GEF supported Full Size Project “Enabling transboundary cooperation and integrated water resources management in the extended Drin River Basin”*

&

*The GEF supported Medium Size Project “Enabling transboundary cooperation and integrated water resources management in the White Drin and the extended Drin Basin”*

**Type of Contract:** Service Contract  
**Duty Station:** Athens, Tirana  
**Duration:** Four years, renewed annually  
**Position Grade:** Senior Programme Officer  
**Application Deadline:** 18 November 2015

#### **Background**

The Global Environment Facility (GEF) supported Full Size Project “Enabling transboundary cooperation and integrated water resources management in the extended Drin River Basin” aims at fostering the joint management of the shared water resources of the Drin River Basin (shared by Albania, FYR Macedonia, Greece, Kosovo and Montenegro) including coordination mechanisms among the various sub-basin commissions and committees (Lakes Prespa, Ohrid and Skadar). Albania, FYR Macedonia and Montenegro are the Project beneficiaries. The same goal will be fostered by the GEF supported Medium Size Project “Enabling transboundary cooperation and integrated water resources management in the White Drin and the extended Drin Basin”. Kosovo is the beneficiary of that Project.

The duration of the two Projects is four years.

The Projects share the same set of activities constituting the means to achieve the goal mentioned above, through: (i) building consensus among countries on key transboundary concerns and drivers of change, including climate variability and change, reached through joint fact finding; (ii) facilitating the agreement on a shared vision and on a program of priority actions deemed necessary to achieve the vision; (iii) strengthening technical and institutional capacities.

The Projects are implemented by UNDP and executed by the Global Water Partnership (GWP) through GWP-Mediterranean (GWP-Med); the latter is responsible for the realization of the Project, including hiring of Project staff. The Projects will be managed by a Project Coordination Unit (PCU), based in Tirana, Albania; staff will be stationed also in Podgorica, Montenegro; Ohrid, FYR Macedonia; Pristina, Kosovo; and Athens, Greece. Given that the two Projects will be jointly implemented, hereon they are referred to as ‘the Project’.

The PCU will provide the day-to-day management and coordination function for Project activities. It will constitute of a Project Coordinator/Chief Technical advisor (PC/CTA) having overall responsibility for the Project implementation, a Project Manager (PM) having responsibility for the day-by-day Project management, supported by Administrative and Financial staff. Four National Coordinators (NC), one located in each of Tirana, Podgorica,

Pristina and Ohrid, as PCU members will assist the PC/CTA and the PM in implementing projects activities and managing the international and national experts; they will also assist securing regular engagement and coordination with the regional and local organizations, institutions and authorities involved in the implementation of the Project. The PCU will report to the Steering Committee (SC) that will govern the Project. The SC will include representatives of the beneficiary countries.

## **1. Responsibilities**

The prime responsibility of the Project Coordinator / Chief Technical Advisor (PC/CTA) is to ensure that the Projects produces the specified results, to the required standard of quality, within the specified timeframe and budget as indicated in the Project documents.

The PC/CTA shall be responsible for overall management and supervision of the project on behalf of the Implementing Partner (GWP) within the guidance laid down by the Steering Committee, and for providing critical technical input to Project implementation.

She/he shall liaise directly with the UNDP-GEF Regional Technical Advisor, National Focal Points (NFPs) and project partners in order to develop the Project annual work plans.

She/he will report to the UNDP-GEF Regional Technical Advisor and the Executive Secretary of GWP-Med. She/he shall consult and coordinate with the senior representatives of partner institutions and agencies as well as the respective UNDP officers in Albania, FYR Macedonia, Montenegro and Kosovo.

## **2. Duties**

The PC/CTA will have the following specific duties, abiding to the rules and agreements established among Project partners:

### *Management*

- Provide management leadership related to planning, management and general monitoring of the Project, the PCU and its staff and the budget in accordance with the Project Document and the rules and procedures of GWP.
- Prepare annual work plans and coordinate the implementation of Project activities under the guidance of the Steering Committee. Ensure adherence to the project's workplans, prepare revisions of the workplans to be submitted to the Steering Committee for approval, as required. The work plans will provide guidance on the day-to-day implementation of the project document noting the need for overall coordination with other projects and the various donor funded parallel initiatives.
- Coordinate the preparation of GEF project progress reports, as well as any other reports requested by the GWP and UNDP.
- Coordinate the selection and recruitment of project personnel including the national and international consultants.
- Supervise the Project Manager and National Coordinators and coordinate the work of the PCU.
- Coordinate the timely recruitment and procurement of quality services and equipment and the implementation of project activities in accord with applicable rules, regulation and standards. Monitor the expenditures, commitments and balance of funds under the project budget lines, and draft project budget revisions.
- Assume overall responsibility for meeting the financial delivery targets set out in the agreed project annual work plans and budget and assist GWP-Med's Financial

Officer in reporting on project funds and related record keeping. Coordinate in cooperation with the GWP-Med Head of Finance and Administration the administrative and financial work undertaken by the GWP-Med in service of the project.

#### *Technical Input*

- Provide overall technical guidance:
  - to ensure effective and efficient implementation of the project activities towards full achievement of its stated objectives;
  - to ensure consistency with the integrated water resources management approach;
  - for all Project's substantive and managerial reports.
- Provide critical and significant basin management and water resources-related technical input to project implementation based upon professional background and experience.
- Provide advice to UNDP principal office representatives i.e. Albania and Kosovo on technical issues relating to the implementation of the project.
- Provide technical input for the development of Terms of Reference for consultants and contractors.
- Support the dialogue with the NFPs and project partners to maximize consistency and synergy between the various project components.
- Foster and establish technical best-practice links with other related regional initiatives and, where appropriate, with other regional International Waters programmes.
- Represent the project at the Steering Committee meetings, technical meetings and other appropriate fora at regional and international levels.
- Undertake any other actions related to the project as requested by UNDP Regional Technical Advisor and GWP.

### **3. Competencies**

#### *Corporate competencies*

- Abilities to coordinate well with diverse individuals and teams and to negotiate effectively with colleagues and stakeholders to achieve results.
- Applies principles of ethics, transparency and non discrimination.
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.
- Treats all people fairly without favouritism.
- Fulfils all obligations to gender sensitivity and zero tolerance for sexual harassment.

#### *Functional competencies*

- Strong interpersonal skills, communication skills, ability to lead a team.
- Openness to change and ability to receive/integrate feedback.
- Ability to work under pressure and stressful situations.
- Strong analytical, writing, reporting and presenting abilities.
- Demonstrated diplomatic and negotiating skills.

- Must be able to demonstrate ability to make significant technical and management contributions to project implementation.

#### **4. Qualifications**

##### *Academic Qualifications/Education*

- Post-graduate degree (Masters or equivalent) in environmental management or a directly related field, e.g. integrated water resources management, natural resources management, biology, hydrology etc.

##### *Language skills*

- English is the working language for this assignment, therefore excellent oral and written communication skills in English are required.

##### *Required Experience*

- Demonstrated working experience on: water resources management at basin level; facilitation of processes for the enhancement of cooperation among countries for the management of international waters; analysis including technical of basin management and water resources management issues; stakeholders consultation and involvement; development of plans in the context of international waters management; provision of expert and technical assistance and services to joint bodies and national authorities; knowledge management and institutional capacity building.
- At least ten years of experience in fields related to the assignment including five years of experience on project management and five years of experience at a senior programme management level.
- At least seven years of proven working experience on the issues mentioned above at the extended Drin Basin level.

##### *Desired Experience*

- Very good understanding of the socio-economic and political background in the Drin Riparian states as well as of the bilateral and trilateral cooperation processes for the management of Drin sub-basins (Lakes Prespa, Ohrid and Shkoder/Skadar).
- Working experience with the project national institutions and stakeholders.
- Experience with GEF International Waters projects and TDA/SAP methodology.