



ROMANIA
MINISTRY OF INTERNAL AFFAIRS
General Inspectorate for Emergency Situations



Disaster Preparedness and Prevention Initiative
for South Eastern Europe

**VACANCY ANNOUNCEMENT for
the positions of the Head of DPPI SEE Secretariat and
The Administrative/Finance Assistant**

Dear Colleagues,

In accordance with the decision of the 35th DPPI SEE Regional meeting held in Sarajevo on 22nd November 2017 and pursuant to the Rules of Procedure for selecting persons to fill in positions in the DPPI SEE Secretariat, the DPPI SEE Chair-In-Office for the year 2017 hereby announces the vacancies for the Head of Secretariat and Administrative/Finance Assistant of the Disaster Preparedness and Prevention Initiative for South Eastern Europe (DPPI SEE).

The Terms of Reference (ToR) for both positions are attached to this Announcement.

Applications are to be collected by 18th January 2018 upon submission to the following email addresses: cristina.anger@igsu.ro; makbule.yalin@afad.gov.tr; otuna.ozmen@afad.gov.tr

The applications should contain the following:

1. A curriculum vitae of the candidate with a Letter of interest
2. Photocopies of educational/ professional certificate/diplomas translated into English and certified by a professional translator

All documents should be submitted in English. Applications received after 18th January will not be considered.

The selection of the candidates will be performed in accordance with the above mentioned Rules of Procedure. Both posts require residing in Sarajevo, Bosnia and Herzegovina.

Kindly note that this announcement will also be published on DPPI SEE website (www.dppi.info) as of today 18th December 2017 and will last for a period of one month.

Yours sincerely,

The DPPI SEE Chair-In-Office 2017

Inspector General
Col. Daniel DRAGNE

