



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

The Chair-in-Office of the Disaster Preparedness and Prevention Initiative for South Eastern Europe (DPPI SEE) for the year 2014 announces the upcoming vacancies for the Head of Secretariat and Administrative/Finance Assistant of the Disaster Preparedness and Prevention Initiative for Southeastern Europe (DPPI SEE).

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

Applications are to be sent electronically via **e-mail** to mup.emergency@t-com.me and/or by **fax** to **+382 20 481 833** by **16:00 CET on 15 February 2014**.

The applications should contain the following:

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

All documents should be submitted in English. Applications received without the required documents and/or after the closing date of the announcement will not be considered.

Both posts require residing in Sarajevo, Bosnia and Herzegovina. The employment contracts are signed with the Regional Cooperation Council for a period of 3 years with a possibility of extension for one additional year.

The selection of candidates will be performed in accordance with *the Rules of Procedure for selecting persons to fill in positions in the DPPI SEE Secretariat* at the XXVIII DPPI SEE Regional meeting (April 2014) the dates of which will be announced subsequently. Only short-listed candidates will be contacted.

Disaster Preparedness and Prevention Initiative

for South Eastern Europe (DPPI SEE)

Terms of Reference for the DPPI SEE Head of the Secretariat

Under the supervision of the DPPI SEE Chair-in-Office, the Head of the DPPI SEE Secretariat performs the following tasks and duties:

- Assist the DPPI SEE Chair-in-Office in conducting policy, planning and operations of the DPPI SEE;
- Conduct fund raising activities for DPPI SEE projects;
- Organise and coordinate the work of DPPI SEE Project Working Groups;
- Coordinate implementation of DPPI SEE Projects;
- Attend meetings on behalf of the DPPI SEE;
- Ensure day-to-day communication and exchange of information with DPPI SEE partners involved in project facilitation and implementation;
- Travel in the region in support of DPPI SEE activities as required;
- Maintain and update the DPPI SEE web page;
- Draft Annual work programmes/plans and budget;
- Submit bi-annual work and finance.

Professional Requirements/Qualifications

- Appropriate education
- At least five years of working experience in the field of disaster management or a related field or at least three years of working experience in an international organisation
- Knowledge and working experience with international organisations and structures in related fields
- Thorough understanding of the political, social, economic and security landscape in SEE
- Excellent communication and writing skills in English; fluency in any SEE language is an important asset
- Commitment, flexibility and availability to work in a team
- Availability to undertake field missions and travel as necessary

Technical Arrangements

- The Head of the DPPI SEE Secretariat is contracted by the RCC Secretariat, unless other arrangements are made
- Performance is evaluated by the DPPI SEE Chair-in Office or his/her designee
- The mandate of the Head of the DPPI SEE Secretariat shall be three years with a possibility of extension for one additional year.

Disaster Preparedness and Prevention Initiative

for South Eastern Europe (DPPI SEE)

Terms of Reference for the DPPI SEE Secretariat Finance/Administrative Assistant

Under the supervision of the Head of the DPPI SEE Secretariat and working within the DPPI SEE framework, the incumbent performs the following tasks and duties:

- Monitor and control DPPI SEE budget spending through maintaining a financial and administrative database;
- Coordinate with Heads of the Finance/Administrative Sector of the RCC Secretariat Office in Sarajevo;
- Coordinate with Heads of the Finance/Administrative Sector of Civil Protection/Disaster Management authorities of the regional countries regarding finance and administration procedures;
- Prepare the DPPI SEE Finance Report, which is a part of the DPPI SEE Interim Report and Final Report;
- Assist the Head of the Secretariat in planning and preparing the DPPI SEE budget;
- Perform all other administrative duties as required.

More specifically, the incumbent performs the following tasks:

- He/she reports the results of the work to the Head of the DPPI SEE Secretariat and communicates information about the work accomplished and planned, and various achievements;
- Travel in the region in support of DPPI SEE activities as required;
- Provide general support to the Head of the Secretariat and to DPPI SEE member countries as required;
- Participate in DPPI SEE related seminars, meetings and workshops as required;

Professional Requirements/Qualifications

- Appropriate education
- At least three years of working experience in the field of accounting and financial management
- Knowledge and working experience with international organisations and structures in related fields
- Excellent communication and writing skills in English; fluency in any SEE language is an important asset
- Commitment, flexibility and availability to work in a team
- Availability to undertake field missions and travel as necessary

Technical Arrangements

- The DPPI SEE Secretariat Finance/Administrative Assistant is contracted by the RCC Secretariat, unless other arrangements are made
- The appointment of the DPPI SEE Secretariat Finance/Administrative Assistant shall be three years with a possibility of extension for one additional year.