

# **Main Functions and Job Descriptions of the Permanent Secretariat of the ICPDR**

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# PERMANENT SECRETARIAT: MAIN FUNCTIONS AND JOB DESCRIPTIONS

<b>Abbreviations used:</b>	ICPDR:	International Commission for the Protection of the Danube River
	StWG	Standing Working Group
	DRPC:	Danube River Protection Convention
	Secretariat:	Permanent Secretariat
	EG:	Expert Group
	CP:	Contracting Party
	ES:	Executive Secretary
	PM EG:	Pressures and Measures Expert Group
	MA EG:	Monitoring and Assessment Expert Group
	FP EG:	Flood Protection Expert Group
	RBM EG:	River Basin Management Expert Group
	PP EG:	ad-hoc Public Participation Expert Group
	IM & GIS EG:	ad-hoc Information Management and GIS Expert Group
	S EG:	ad-hoc Strategic Expert Group

## SECTION 1 - MAIN FUNCTIONS OF THE SECRETARIAT

### 1.1 The division of functions

The Secretariat has the responsibility to perform the functions necessary to maintain and support the ICPDR in the implementation of the Danube River Protection Convention. The overall management and supervisory functions are entrusted to the Executive Secretary and the tasks of the Secretariat are carried out by the Executive Secretary, the technical/professional and administrative support staff.

The direct work functions are shared among all categories of staff with specific responsibilities being assigned to individual technical/professional staff (see specific job descriptions).

### 1.2 Proposed Main Functions (not in priority order):

#### Staff Categories:

**E: Executive Secretary, P: Technical/ Professional Staff, A: Administrative Support Staff.**

1. Management functions:		Staff categories responsible		
1.a	supporting the ICPDR during its meetings	All		
1.b	supporting the Standing Working Group during its meetings	All		
1.c	supporting the President of the ICPDR	E	–	A
1.d	supporting the Conference of the Parties during its meetings and preparing for them	E	P	A
1.e	supporting the ICPDR and its Expert Bodies in developing their annual draft programmes of work	E	P	–
1.f	developing and proposing the annual budget to the ICPDR and managing its implementation	E	-	A
1.g	co-ordinating and supporting the work of all Expert Bodies	E	P	A
1.h	data and information management of the ICPDR	–	P	A
1.i	supporting, as appropriate, the implementation of projects	(E)	P	A
1.j	representing the Secretariat to Contracting Parties and their national institutions, individual governments and international agencies and institutions as well as the general public	E	P	–
1.k	supervising and managing the administrative and professional work of the Secretariat	E	–	–
1.l	developing proposals for and soliciting financial support from donors for specific national or trans-national technical projects under the ICPDR	E	P	A

<b>2. Special functions:</b>		<b>Staff categories responsible</b>		
2.a	technical and administrative support to the Expert Bodies on a regular basis	( E )	P	A
2.b	consultations with members of EGs , or any experts from the CP's (delegation members of technical specialists)	( E )	P	A
2.c	advising the ICPDR/StWG/EGs on legal matters arising	E	–	–
2.d	liaison and consultations with technical organisations or government agencies from CP's	E	P	A
2.e	liaison and consultations with other riverine commissions, observers and stakeholders as required	E	P	A
2.f	reporting to ICPDR on progress achieved in monitoring programmes in CPs (in collaboration with relevant EG)	–	P	–
2.g	reporting to the ICPDR on progress achieved in the other programmes in CPs (in collaboration with relevant EG)	–	P	–
2.h	data and information handling, evaluation, storage and protection (framework: ICPDR information system) including GIS	–	P	( A )
2.i	exchange of technical information (e.g. reports) with/between CP's and providing external bodies with information	E	P	(A)
2.j	compiling (if required) and editing technical reports in collaboration with the EGs	–	P	A
2.k	preparation and dissemination of specific information addressed to the public	E	P	(A)

<b>3. Direct work functions:</b>		<b>Staff categories responsible</b>		
3.a	compiling annual reports	E	P	A
3.b	finalising reports from EGs and Secretariat	–	P	A
3.c	distribution of reports and papers	( E )	P	A
3.d	preparing and updating legal documents for the use of the ICPDR or its EGs	E	–	A
3.e	preparing and updating integrated or cross-sectional technical documents for the use of the ICPDR or its EGs (in close cooperation with the latter)	–	P	A
3.f	translation of the documents and correspondence produced in the Secretariat, the ICPDR or its EGs as required	–	–	A
3.g	interpretation during STWG and ICPDR meetings as required	–	–	A
3.h	preparing and organising meetings of the ICPDR, the Conference of the Parties and the Expert Bodies	E	P	A
3.i	accounting and financial administration	E	-	A
3.j	word processing, filing and telephone/fax services	–		A
3.k	general enquiries, distribution of publications	–	P	A
3.l	computer services such as e-mail, Internet links, PC maintenance and servicing	–	P	A
3.m	contractual and legal matters concerning services to the Secretariat (equipment, consultants, translation etc.)	E	-	A
3.n	preparing and updating internal procedures, rules and guidelines for the Secretariat staff and supervisors	E	–	A

## SECTION 2. JOB DESCRIPTION FOR SECRETARIAT STAFF

### 2.1 Introduction

The job descriptions are based on main functions of the Secretariat as given above. The ICPDR Secretariat is composed of an Executive Secretary, Technical/Professional Staff, and Administrative Support Staff.

### 2.2 Assumptions

The guiding principle for Secretariat functions and job descriptions for the staff is a slim, efficient Secretariat that operates with flexibility and shared responsibilities and workload among staff. The Secretariat, as a small organisation, should have a flat structure with maximum openness. Services that can be sub-contracted (e.g. translation and editing) will, were possible, be procured from outside and budget lines for this are provided.

It is assumed that the Executive Secretary is both an administrator and a professional. He or she will be directly responsible for the budgetary functions as well as staff management and supervision. In addition it is important that the Executive Secretary is responsible for obtaining external funding to supplement DRPC activities.

The Administrative Support Staff (office and finance administration) share and support the work of the ES and the Technical/Professional Staff.

Legal and contractual functions are covered partly by the ES and partly by the Administrative Support Staff as far as their respective areas of competence are concerned. A well-qualified financial administrator, with adequate financial background, will provide basic accounting and financial management services to the Secretariat.

### 2.3 The Secretariat will consist of the following positions:

Corresponding job descriptions are presented below:

<b>Job No 1</b>	<b>Executive Secretary (E)</b>
<b>Job No 2</b>	<b>Technical Expert, Water Management, in particular Pollution Control (Point and Diffuse Sources); (P)</b>
<b>Job No 3</b>	<b>Technical Expert, Water Management, in particular Water Quality and Quantity (P)</b>
<b>Job No 4</b>	<b>Technical Expert, River Basin Management (P)</b>
<b>Job No 5</b>	<b>Expert for Public Participation and Communication (P)</b>
<b>Job No 6</b>	<b>Information Management and GIS Expert (P)</b>
<b>Job No 7</b>	<b>Technical Expert GIS (P)</b>
<b>Job No 8</b>	<b>Finance Administration Officer (A)</b>
<b>Job No 9</b>	<b>Office Manager (A)</b>

**Job descriptions:** The job descriptions are divided into common requirements for technical and administrative support staff and the Executive Secretary (table 2.1), and individual functions for each staff member (tables 2.2 through 2.10).

**Table 2.1: Common Requirements, Executive Secretary, Technical Professionals**

Job Function Category	Knowledge	Attitudes	Tasks	Qualification requirements
1) Management and supervision 2) Specialist <b>Skills</b> i. Fluent in English and one language of the Danube river basin, preferably German ii. Excellent communication and negotiation skills iii. Management of international environmental or water projects iv. Financial and administrative planning and implementation	i. Water management and related environmental problems in river basins ii. Familiar with work of international commissions or institutions in the field of environment or water management iii. Familiar with EU and international legislation on water and other relevant international conventions iv. Specific water management issues of the Danube River Basin	<ul style="list-style-type: none"> <li>• Flexibility</li> <li>• Adaptability</li> <li>• Team Work</li> <li>• Perform well under stress</li> <li>• Willing to undertake internal and external training</li> <li>• Loyalty and diplomatic sense</li> </ul>	i. Support, co-ordination and advice to teams of technical experts (Expert Groups) in field of water and environment <ul style="list-style-type: none"> <li>• Staff supervision and management</li> <li>• Representation of the ICPDR as mandated</li> </ul> ii. Supporting the ICPDR during sessions <ul style="list-style-type: none"> <li>• Consultations and liaison with national and international authorities</li> </ul> iii. Liaison and cooperation with riverine commissions, Observers and other stakeholders <ul style="list-style-type: none"> <li>• Consultations and liaison with other, international riverine commissions</li> </ul> iv. Regular, technical report writing in the field of water and environment	<ul style="list-style-type: none"> <li>• University Degree in Environmental Science, Chemistry, Biology, Engineering or other relevant education</li> <li>• Preferably 10 (ES 15) years' experience in water or environmental management or related field, of which 5 years in an international body or national agency/organisation</li> </ul>

**Table 2.2 Individual Functions: Executive Secretary**

Job Function Category	Knowledge	Attitudes	Tasks	Qualification requirements
Job No. 1 Executive Secretary	<ul style="list-style-type: none"> <li>i. Excellent staff supervision, instructional and management skills</li> <li>ii. Very good knowledge about the EU and other international modalities and programmes related to water and donor financing of international programmes and projects</li> <li>iii. Good knowledge about EU legislation and relevant international conventions</li> <li>iv. Contractual and legal issues about external services</li> </ul>	<ul style="list-style-type: none"> <li>• Responsibility</li> <li>• Loyalty</li> <li>• Political and diplomatic tact</li> <li>• Responsiveness</li> <li>• Willing to lead, instruct and appraise staff</li> </ul>	<ul style="list-style-type: none"> <li>i. Developing and proposing the annual budget to the ICPDR and managing its implementation</li> <li>ii. Advising technical/ professional staff and EGs on legal issues arising from the ICPDR</li> <li>iii. Securing external financial support</li> <li>iv. Advising and supporting the President of the ICPDR as Required</li> <li>v. Reporting to the ICPDR and StWG</li> </ul>	<ul style="list-style-type: none"> <li>• Preferably 10-15 years experience from senior or managerial position in national or international organisation in the field of water or environmental management.</li> <li>• Preferably diploma courses or university grade in public administration, economy or international law.</li> </ul>

**Table 2.3 Individual Functions: Technical Professionals**

Job Function Category	Knowledge	Attitudes	Tasks	Qualification requirements
Job No 2: Technical Expert, Water Management, i. p. Pollution Control (Point and Diffuse Sources) Responsible for Pressures and Measures Expert Group.	i. Policies and methodologies of water pollution control ii. Effluent and Waste Water Management techniques iii. Familiar with EU and international legislation on water and other relevant international conventions	<ul style="list-style-type: none"> <li>• Willing to share the work of colleagues when requested</li> <li>• Willing to travel with short notice</li> <li>• Willing to perform tasks outside professional fields as and when required/requested</li> </ul>	i. Co-ordination, support and advice to the Contracting Parties and members of the Pressures and Measures Expert Group ii. Providing technical assistance in the implementation of EU policies iii. Co-ordination and support of any of the other Expert Groups under the ICPDR as required iv. Co-ordination among the technical EGs under the ICPDR v. Review relevant monitoring programmes in CPs in collaboration with the PM EG vi. Compiling and editing technical reports concerning pollution control in collaboration with the PM EG vii. Promoting information exchange between the EGs viii. Information exchange with CPs and external bodies	<ul style="list-style-type: none"> <li>• Preferably 10 years' experience in the field of water resources management.</li> </ul>

**Table 2.4 Individual Functions: Technical Professionals**

Job Function Category	Knowledge	Attitudes	Tasks	Qualification requirements
<p>Job No 3:            Technical Expert, Water Management, i. p. Water Quality Responsible for Monitoring and Assessment Expert Group and Flood Protection Expert Group</p>	<p>i. Methodologies for monitoring, analysis, data processing and evaluation in the field of Water quality, quantity and ecology            ii. Familiar with EU and international legislation on water and other relevant international conventions            Knowledge of water resources management including freshwater ecology and accidental pollution and emergency measures.</p>	<ul style="list-style-type: none"> <li>• Willing to share the work of colleagues when requested</li> <li>• Willing to travel with short notice</li> <li>• Willing to perform tasks outside professional fields as and when required/requested</li> </ul>	<p>i. Technical co-ordination, support and advice to the technical MA EG and FP EG            ii. Supporting the MA EG in monitoring and assessment of the surface and groundwater in the Danube River Basin            iii. Supporting the MA EG in the maintenance, operation and further development of the Accident Emergency Warning System (AEWS) in the Danube River Basin            iv. Supporting the FP EG in implementation of the flood protection policies of the ICPDR and EU            v. Co-ordination and support of any of the other Expert Groups under the ICPDR as required            vi. Co-ordination among the technical EGs under the ICPDR            vii. Review relevant monitoring programmes in CPs in collaboration with MA EG and FP EG            viii. Compiling (if required) and editing technical reports concerning water quality and quantity in collaboration with MA EG and FP EG            ix. Promoting information exchange between the EGs            x. Information exchange with CPs and external bodies</p>	<ul style="list-style-type: none"> <li>• Preferably 10 years' experience in the field of water resources management and freshwater ecology.</li> </ul>

**Table 2.5 Individual Functions: Technical Professionals**

Job Function Category	Knowledge	Attitudes	Tasks	Qualification requirements
Job No 4: Technical expert, River Basin Management, Responsible for River Basin Management Expert Group.	i. Knowledge about monitoring, analysis, data processing and evaluation in the field of river basin management, water resource management, water quality, emission assessment and freshwater ecology ii. Familiar with EU and international legislation on water and other relevant international conventions iii. Knowledge about the EU WFD and other directives related to water management	<ul style="list-style-type: none"> <li>• Willing to share the work of colleagues when requested.</li> <li>• Willing to travel with short notice.</li> <li>• Willing to perform tasks outside professional fields as and when required/requested.</li> </ul>	i. Technical co-ordination, support and advice to the RBM EG ii. Particular guidance for the implementation of the EU WFD iii. Support the RBM EG to establish conceptual guidance for the preparation of river basin management plans iv. Advising technical experts and EGs relevant EU directives and regulations v. Co-ordination and support of any of the other Expert Groups under the ICPDR as required vi. Promotion of exchange of information between the members of the Expert Group, the liaison with Contracting Parties and other related institutions	<ul style="list-style-type: none"> <li>• Preferably 10 years' experience in the field of water resource management, water quality, and freshwater ecology</li> </ul>

**Table 2.6 Individual Functions: Technical Professionals**

Job Function Category	Knowledge	Attitudes	Tasks	Qualification requirements
Job No 5: Expert, Public Participation and Communication, responsible for the ad-hoc Public Participation Expert Group	iv. Familiar with E.U. and international legislation on water and other relevant international conventions v. Knowledge about public participation and communication in the field of river basin management, water resource management, water quality, emission assessment and freshwater ecology vi. Knowledge about the EU directives related to water management vii. Experience in international co-ordination	<ul style="list-style-type: none"> <li>• Willing to share the work of colleagues when requested.</li> <li>• Willing to travel with short notice.</li> <li>• Willing to perform tasks outside professional fields as and when required/requested.</li> </ul>	i. Support to the PP EG and to the RBM EG to establish conceptual guidance for the preparation of publications and public participation activities ii. Technical co-ordination, support and advice to the ES and other staff of the Secretariat related to communication and public participation iii. Preparation of communication products of the ICPDR. iv. Support to any of the other Expert Groups under the ICPDR as required v. Promotion of exchange of information between the members of the Expert Group, the liaison with Contracting Parties and other related institutions vi. Maintain relations with stakeholder groups and other partners	<ul style="list-style-type: none"> <li>• Preferably 5years experience in public participation processes and communication activities.</li> <li>• Experience in the field of water resource management, water quality, and freshwater ecology an advantage.</li> </ul>

**Table 2.7 Individual Functions: Technical Professionals**

Job Function Category	Knowledge	Attitudes	Tasks	Qualification requirements
Job No. 6 Information Management and GIS Expert, responsible for the Information Management and GIS Expert Group	i. Knowledge of technical aspects of information management ii. Familiar with information management systems programming, evaluation, GIS, and data protection. iii. General knowledge of water resources management.	<ul style="list-style-type: none"> <li>• Willing to share the work of colleagues when requested.</li> <li>• Willing to travel with short notice.</li> <li>• Willing to perform tasks outside professional fields as and when required/requested</li> </ul>	i. Supporting the IMGIS EG ii. Management of the information system infrastructure of the ICPDR iii. Administrative and technical support to the Executive Secretary related to info management iv.. Technical support to the Technical/Professional staff and the EGs related to information management systems including GIS v. Planning and development of the data and information management of the ICPDR both internal and external vi. Development and operation and maintenance of the ICPDR information systems	<ul style="list-style-type: none"> <li>• Preferably 5 years' experience in information management for a private or public organisation</li> <li>• Experience with water resources information systems and GIS</li> </ul>

**Table 2.8 Individual Functions: Technical Professionals**

Job Function Category	Knowledge	Attitudes	Tasks	Qualification requirements
Job No. 7 GIS Expert	i) Knowledge of GIS ii) Familiar with information management systems programming, evaluation, GIS, and data protection. iii) General knowledge of water resources management.	<ul style="list-style-type: none"> <li>• Willing to share the work of colleagues when requested.</li> <li>• Willing to travel with short notice.</li> <li>• Willing to perform tasks outside professional fields as and when required/requested</li> </ul>	<ul style="list-style-type: none"> <li>i. Supporting the IM &amp; GIS EG</li> <li>ii. Management of the ICPDR GIS System</li> <li>iii. Administrative and technical support to the Executive Secretary related to GIS</li> <li>iv.. Technical support to the Technical/Professional staff and the EGs related to information management and GIS</li> <li>v. Planning and development of the data and GIS management of the ICPDR both internal and external</li> </ul>	<ul style="list-style-type: none"> <li>• Preferably 5 years' experience in information management for a private or public organisation</li> <li>• Experience with water resources information systems and GIS</li> </ul>

**Table 2.9 Individual Functions: Administrative Support Staff**

Job Function Category	Knowledge	Attitudes	Tasks	Qualification requirements
Job No. 8 Finance Administration Officer	<ul style="list-style-type: none"> <li>i. Knowledge of accounting and financial management</li> <li>ii. Familiar with of Austrian tax and social/healthcare systems</li> <li>iv. Competency with financial data systems and spreadsheet processing</li> <li>iii. Fluent in English and German</li> </ul>	<ul style="list-style-type: none"> <li>• Flexibility</li> <li>• Adaptability</li> <li>• Team Work</li> <li>• Perform well under stress</li> <li>• Willing to undertake internal and external training</li> <li>• Loyalty and diplomatic sense</li> </ul>	<ul style="list-style-type: none"> <li>i. Bookkeeping, recording of financial information, preparation of financial reports and budgets; processing payments and transfers; payroll accounting, dealing with tax issues, maintaining financial records</li> <li>ii. Financial administrative support to the Executive Secretary</li> <li>v. Financial administrative support to the technical experts and the EGs as required</li> </ul>	<ul style="list-style-type: none"> <li>• Preferably 5 years of experience in accounting and financial management from, private or public organisation, preferably international</li> <li>• Sufficient experience with bookkeeping system management; relevant diploma course is an advantage</li> <li>• Knowledge of administrative procedures of an international agency such as EU or UN is an additional asset</li> </ul>
Job No. 9 Office Manager	<ul style="list-style-type: none"> <li>i. Fluent in English and German. Other languages of the Danube river basin an advantage</li> <li>ii. Excellent typing, word processing and spreadsheet skills</li> <li>iii. Office management and organization skill.</li> </ul>	<ul style="list-style-type: none"> <li>• Flexibility</li> <li>• Adaptability</li> <li>• Team Work</li> <li>• Perform well under stress</li> <li>• Willing to undertake internal and external training</li> <li>• Loyalty and diplomatic sense</li> <li>• Willingness to travel as needed</li> </ul>	<ul style="list-style-type: none"> <li>i. Administrative and secretarial support to the ES and staff as required</li> <li>ii. Assist in organisation and setting up of meetings and conferences on a current basis</li> <li>iii. Assist in organisation of travel arrangements for staff and members' meetings</li> <li>iv. Editing documents as required (word processing)</li> <li>v. Translating and typing correspondence as required</li> <li>vi. Organise fax and telephone services.</li> <li>vii. Filing documents and correspondence as required in an organized manner</li> <li>viii. Ensure the effective and organized functioning of the Secretariat</li> <li>ix. Responding to general enquiries and disseminate reports and documents as required</li> </ul>	<ul style="list-style-type: none"> <li>• Secondary School certificate as a minimum.</li> <li>• Secretarial diploma or similar education</li> <li>• Preferably of 5 years' experience as secretary. /administrative assistant from private or public organisation, preferably international.</li> </ul>