

**Terms of Reference
for the
Executive Secretary of the ICPDR**

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Description of the Position

The Executive Secretary has the overall task of planning and implementing work programmes and decisions of the International Commission for the Protection of the Danube River (ICPDR). The person is both an administrator and a professional and will be responsible for the coordination of the Permanent Secretariat. The person will be directly responsible for Secretariat staff management as well as budgetary functions. Together with the President, the person will represent the ICPDR.

The time period of employment is three years with an option of another three-year extension upon satisfactory performance. Remuneration is in accordance with current Austrian civil servant salary levels.

ICPDR supports applications of people underrepresented in international management positions.

Key Qualifications

- Excellent skills in negotiation and leadership, staff supervision, instructional and management skills.
- Experience working with international/interdisciplinary teams and as a facilitator to reach specific implementation tasks.
- Very good knowledge about the EU and other international institutions and programmes related to water and financing of international programmes and projects.
- Good knowledge about relevant EU legislation and relevant international conventions.
- Very good knowledge of contractual and legal issues.

Attitudes

- Responsibility
- Loyalty
- Political and diplomatic tact
- Responsiveness
- Good communication skills
- Willingness to lead, instruct and appraise staff
- Ability to cope with pressure.

Tasks

- Contributing to the development of objectives and approaches for the future work of the ICPDR.
- Advising and supporting the ICDPR President as required.
- Reporting to the ICPDR Ordinary meetings and Standing Working Group meetings.
- Liaison with Contracting Parties and other national and international authorities as well as with other international River Basin Commissions.
- Advising technical professional staff and Expert Groups regarding political, technical, and scientific issues arising from the ICPDR
- Advising regarding legal issues arising from the ICPDR.
- Co-ordination of the activities of the ICPDR with any other relevant co-operation programs in the Danube River Basin, with special regards to the EU Strategy for the Danube Region.
- Developing and proposing the annual budget to the ICPDR and managing its implementation.
- Use of external sources of finance, considering the independence of ICPDR from third parties.

The specific tasks may in future be adjusted if changing circumstances require so.

Qualification requirements

- Preferably 8-10 years' experience from senior or managerial position in a national or international organization or academia in the field of water or environmental management.
- Diploma courses or university grade preferably in the field of water or environment management or natural sciences. Degree in public administration, economics or international law would be an asset.
- Knowledge and experience in water management issues in the Danube basin.
- The person has to be fluent in English and one or more languages of the Danube River Basin.