

## REQUEST FOR EXPRESSIONS OF INTEREST

### **DANUBE REGION WATER SUPPLY AND WASTE WATER SECTOR CAPACITY BUILDING PROGRAM – COMPONENT 2 ASSISTANT TO THE IAWD SECRETARIAT**

The **International Association of Water Service Companies in the Danube River Catchment Area (IAWD)** has received financing (Grant No.:TF012722) from the Austrian Government, administered by the World Bank, to implement Component 2 of the „Danube Region Water Supply and Waste Water Sector Capacity Building Program“. Through two separate components the program will support (i) development of regulatory and policy instruments, and (ii) training and capacity building.

The **Assistant to the IAWD Secretariat** will be a member of the IAWD Secretariat and support (i) IAWD's communication and outreach activities and (ii) IAWD's office management, under the guidance of the Head of the IAWD Secretariat.

The assignment will be based on a part-time employment by IAWD. In a first step the contract shall be concluded for 1 (one) year, with the intention for extension for the whole program duration or further subject to IAWD's work program requirements.

The winning candidate will have:

- Excellent written and verbal communication skills in English and German
- Experience in working with Social media tools
- Experience in office management, administration and assistance
- Experience in event management
- Excellent time management skills and ability to multitask and prioritize work
- Attention to detail and problem-solving skills
- Strong organizational and planning skills
- Proficiency in Microsoft Office
- University degree (Bachelor or equivalent) in a field related to IAWD's core activities is an advantage
- Willingness and capability to support events in the region and begin employment as soon as possible

Further information can be obtained at the address below during office hours. Expressions of interest (including complete CV and cover letter) must be delivered in a written form (via e-mail) to the address below by **April 7th, 2012**.

*International Association of Water Service Companies in the Danube River Catchment Area (IAWD)*

*Attn: Ms. Katerina Schilling, Head of Secretariat*

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