

CALL FOR the recruitment of Finance and Admin Officer

Global Water Partnership Mediterranean is seeking to hire Finance and Admin Officer for its Athens Based Secretariat, to support the day to day administrative and financial management of its projects :

The successful candidate will be hired by MIO-ECSDE, a civil non-profit society based in Greece, in its capacity as Host Institute for GWP-Med.

Details about the post are provided in the Terms of Reference in Annex I.

Type of Contract:	Service Contract
Duration :	2 years with a renewal option
Duty Station:	Athens, Greece
Occupation:	Project Officer , full time engagement

Global Water Partnership (GWP) is a global action network of partner organisations supporting countries and regions in their vision for a water secure world. GWP's mission is to advance governance and management of water resources for sustainable and equitable development. Since 1996 when it was launched, GWP has grown into a network of over 3,000 Partner organisations, 13 Regional Water Partnerships and 87 Country Water Partnerships worldwide. Since 2000, GWP holds inter-governmental status (Global Water Partnership Organisation). For more information: www.gwp.org

Global Water Partnership – Mediterranean (GWP-Med) is responsible for the Mediterranean region, covering countries of the Near East, North Africa, Southeastern Europe and the European Union. GWP-Med is legally represented by the Mediterranean Information Office for Environment, Culture and Sustainable Development (MIO-ECSDE), holding non-governmental organization (NGO) status, based on a Host Institute Agreement between GWPO and MIO-ECSDE. GWP-Med is serviced by the GWP-Med Secretariat. For more information: www.gwpmed.org

1. Application procedure

Applicants are requested to study the Terms of Reference provided in Annex I. Interested candidates can apply by sending an e-mail to the attention of Ms. Zoe Karka zoe@gwpmed.org with the indication “Application for Finance and Admin Officer” in the subject, attaching the following documents:

- **A Cover letter** explaining why they are a suitable candidate for the advertised position, describing their experience, qualifications and competencies responding to the position's needs. Contents should focus on the background and experience relative to the position's requirements. The cover letter should be 1 page max.
- **Their detailed CV**, including past experience in similar posts and contact details for reference.

Incomplete applications will not be considered. Please make sure you have provided all requested information.

Application deadline: 20thth January 2018

2. Evaluation Procedure

Applications will be examined by an evaluation committee. The committee will examine the applications and accompanying CVs and motivation letter received in relation to the qualifications listed in the TORs. Applications which do not meet the required qualifications will be excluded from further evaluation. The Evaluation Committee may decide to hold personal interviews with the applicants. Applicants called to an interview may be requested to submit in printed form prior to their interview all documentation supporting their declared qualifications. For further information or clarification please contact: bessie@gwpmmed.org

Athens 20/12/2017

The Chairman of GWP-Med

Prof. Michael Scoullos