

## Call for the recruitment of Head of Finance and Administration

**Global Water Partnership Mediterranean is seeking to hire a Head of Finance and Administration for its Athens-based Secretariat.** 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.**

<b>Type of Contract:</b>	Service Contract
<b>Duration :</b>	1 year, renewable
<b>Duty Station:</b>	Athens, Greece
<b>Occupation:</b>	Full time engagement

The 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](http://www.gwp.org)

The 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](http://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](mailto:zoe@gwpmed.org) with the indication "Application for Financial 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: 4 October 2019**

## **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 clarifications please contact Ms. Zoe Karka: [zoe@gwpmed.org](mailto:zoe@gwpmed.org)

Athens, 17 September 2019

The Chairman of GWP-Med

Prof. Michael Scoullos