



**IHE Delft Institute for Water Education** offers graduate education in Delft, The Netherlands, and carries out research and capacity building projects all over the world. The mission of IHE Delft is to contribute to the education and training of professionals and to build the capacity of sector organizations, knowledge centres and other institutions active in the fields of water, the environment and infrastructure in developing countries and countries in transition.

IHE Delft has a permanent staff of 180, of which 90 are scientific staff, while about 250 guest-lecturers from academia and industry contribute to the educational programme. Each year 750 participants (incl. about 200 new MSc students per year) from all over the world attend the various regular and short courses at IHE Delft. The institute has an international staff & student community with English as working language.

The overall thrust of the process management unit **Finance** is to provide financial support to the scientific departments and support units and meet the financial obligations set out in the Act of Accounts and Tax Law. Furthermore **Finance** is the treasury keeper of the Institute and provides financial management- and project information ad hoc, on demand and on a quarterly basis.

The support unit intends to recruit a:

## **Project Administrator– 0.94 FTE**

### **Responsibilities**

The project administrator shall, in close-cooperation with the student officers and the project controllers, provide the financial project administration. In particular the financial student- and project administration. In the project team you will be playing a crucial role;

- To open projects (incl. budgets), administrate, monitor the financial project administration including fellowships according to IHE Delft standards and the various donor terms.
- To (unasked) analyse financial progress, check completeness and advice and support the project controller and student officers on all projects, and in particular fellowship projects.
- To prepare and submit financial reports to the sponsor based on the contract terms in close cooperation with the student officers and/or project controller.
- To monitor the invoicing and receipts of payments.
- To assist and coordinate the auditors project control.
- To maintain proper standards for project financial close-out and files.
- To give (unasked) financial, contractual and risk feedback to the Manager of Finance.
- To make the reconciliation in the student project administration of the number of (active) students, tuition fee received and tuition reported as income.

### **Requirements**

- Further education in business administration or an education with specialisation in economics or finance or equivalent (MBA, MEAO);
- Experience with / proven interest in international co-operation and with all aspects of project management and administration; Experience in financial student administration in an university or other education centre is a preference;
- Excellent team-worker and the ability to work in an international and multicultural environment, with a minimum of supervision;
- Flexible, immune to stress and able to work with peak loads (opening, closure academic year);
- Excellent proficiency of the English and Dutch languages;
- Computer software application skills e.g.:

- AFAS Profit;
- Word processing, Databases, PowerPoint, Internet/e-mail and graphics;
- Advanced level in Microsoft Excel.

### Terms of employment

A competitive salary (starting scale 6 / end scale 7, CAO Dutch Universities) is offered depending on qualifications and experience in accordance with the conditions of employment for Dutch Universities. The appointment implies entry into the Netherlands' Civil Service Pension Fund (ABP).

### Information and application

Additional information can be obtained from Mr. R.A.M. de Bruijn, Manager Finance (+31 15 2151860 or [r.debruijn@un-ihe.org](mailto:r.debruijn@un-ihe.org) ).

Applications in English can be sent till **4 October 2017 (closing date)** including curriculum vitae and motivation letter (*as one PDF file with your family name as the filename*), to IHE Delft, attn. Human Resource Management (E: [Recruitment@un-ihe.org](mailto:Recruitment@un-ihe.org) ), PO Box 3015, 2601 DA Delft, The Netherlands, stating vacancy-number **17-Fi-01**.