



The **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 200, of which 100 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 the working language.

The overall thrust of the **Environmental Engineering and Water Technology Department** is urbanization as one of the dominant global processes. Although urbanization offers enormous opportunities for socio-economic development, it also presents major challenges for the equitable and sustainable development of drinking water and sanitation infrastructure and services. Within this context the Environmental Engineering and Water Technology Department helps to build the necessary human resources and higher education and research capacities through postgraduate education, training, research and other capacity building activities in the fields of water supply, sanitation and resource recovery. The department consists of three chair groups, namely, Water Supply Engineering, Sanitary Engineering and Pollution Prevention and Resource Recovery, each headed by a professor.

The IHE Delft Institute for Water Education and partners were recently awarded a large grant from the European Commission. The grant will be used to finance a 5-year RECONNECT project which will address demonstration of Nature-Based Solutions for hydro-meteorological risk reduction in Europe and outside. There is a need for a full-time Project Management Assistant to support the RECONNECT Project Director (and management support team) in the overall implementation of the project. In his context, within the Sanitary Engineering chair group, the department intends to recruit a:

RECONNECT Project Management Assistant (RPMA)

Project description

Regenerating ECOSystems with Nature-based solutions for hydro-meteorological risk rEduCTION (RECONNECT)

RECONNECT aims to rapidly enhance the European reference framework on Nature Based Solutions (NBS) for hydro-meteorological risk reduction by demonstrating, referencing, upscaling and exploiting large-scale NBS in rural and natural area. In the era of Europe's natural capital being under growing cumulative pressure from intensive agriculture, fisheries and forestry, and urban sprawl, RECONNECT will stimulate a new culture of co-creation of 'land use planning' that links the reduction of hydro-meteorological risk with local and regional development objectives in a sustainable and financially viable way. To do that, RECONNECT draws upon the network of carefully selected Demonstrators and Collaborators that cover a wide and diverse range of local conditions, geographic characteristics, institutional/governance structures and social/cultural settings to successfully upscale NBS throughout Europe and Internationally. Hence, demonstration, testing and validation of large-scale NBS throughout Europe and Internationally in relation to technical and business case/economic viability is in the key focus of the project.

To achieve these ambitious goals, the RECONNECT consortium brings together an unprecedented transdisciplinary partnership of researchers, industrial partners (SMEs and large consultancies) and authorities/agencies at local and watershed/regional level fully dedicated to achieve the desired outcomes of the project.

The 5-year project (2018-2023) is jointly executed by 36 partners, supported by the external advisory board and EU project office. The work is clustered around 7 work packages: WP1 Framing science, policy and practice of NBS, WP2 Demonstration, WP3 Co-evaluation and Validation, WP4 Overcoming barriers, upscaling and synergies with collaborators, WP5 Consolidation of evidence base, exploitation and standardization, WP6 Communication and Dissemination and WP7 Project Management and Coordination.

Position information

- The RPMA will work with and report to the RECONNECT Project Director Dr. Zoran Vojinovic and will be hosted by the Environmental Engineering and Water Technology Department of IHE Delft, The Netherlands;
- The RPMA is expected to have a high degree of involvement and responsibility for the management and implementation of the overall project (WP7) and technical implementation of WP3 which is assigned to IHE Delft as a leader, namely “Co- evaluation and Validation”;
- The RPMA will also provide support to the RECONNECT Management Support Team (MST);
- Expected starting date is 1 September 2018.

Responsibilities

- Assist the Project Director in the day-to-day management and implementation of project activities;
- Monitor the progress and achievement of project activities, including site visits;
- Communicate effectively with project partners worldwide to ensure successful delivery of tasks and deliverables;
- Contribute to the production of deliverables and technical reports;
- Facilitate communication & collaboration among partners through mailing lists, intranet tools and online collaborative tools;
- Regularly and structurally gather and save data/documents in the project information tools (incl. version management);
- Maintain the project’s mailboxes and databases;
- Maintain a Risk Management Register and Change Management Register;
- Contribute to the production of financial and activity reports;
- Contribute to the annual work planning and reporting;
- Monitor payments, time writing & other costs attributed to the project;
- Communicate regularly with IHE Financial Department on financial matters concerning project partners;
- Contribute to the development of project’s online presence (websites, social media, newsletter, MOOCS, webinars, etc.);
- Organise online and international meetings/events;
- Other administrative tasks to support the project.

Position requirements

- The candidate must have an MSc or a higher degree in a discipline relevant to the project theme, e.g. hydraulic engineering, sanitary engineering, civil engineering, environmental sciences, environmental engineering, etc.;
- The preferred candidate should have at least three years of project management experience in water-related projects in an international environment – experience with large-scale hydro-meteorological risk reduction projects is a plus;
- The candidate must demonstrate a strong interest and experience in conducting and managing experimental and interdisciplinary projects;
- Excellent interpersonal skills within a multi-national and cultural context; and ability to deal with a wide range of partners;
- Ability to disseminate information and to make requests in a clear and persuasive manner;
- Patient and persistent;
- Proactive and able to work independently in a diligent, structured and accurate way;
- Flexible attitude towards working hours, keen on meeting tight deadlines;
- Knowledge of databases, ERP and/or Project admin tools is an asset;
- Knowledge and/or experience in working on EC Research programmes (e.g. H2020, FP7, or similar) would be an asset;
- The applicant must be proficient in English and have excellent communication and writing skills;

Terms of employment

The fulltime (38 hours) position is based in Delft, The Netherlands and is for a period of 5 years. The initial contract is for 1 year. A competitive salary (within scale 11) is offered depending on qualifications and experience in accordance with the conditions of employment of the CLA for Dutch Universities. The appointment implies entry into the Netherlands' Civil Service Pension Fund (ABP). Candidates must be prepared to carry out short-term missions abroad.

How to apply?

Applications (in English), should respond specifically to the requirements, and can be sent until **22nd May 2018** including curriculum vitae, motivation letter and the names and contact details of two contactable referees (*all together as one PDF file with your family name as the filename*), to IHE Delft, attn. Human Resource Management (Email to: vacancies@un-ihe.org), PO Box 3015, 2601 DA Delft, The Netherlands, stating vacancy-number **18-EEWT-03**. For further information about the project, please contact RECONNECT Project Director, Dr Zoran Vojinovic (z.vojinovic@un-ihe.org).

Reactions from staffing agencies and other 3rd parties are not appreciated.