



IHE Delft is the largest international graduate water education facility in the world and is based in Delft, the Netherlands. The mission of IHE Delft is to work in partnership to strengthen capacity in the water sector, to achieve global sustainable development. IHE Delft has a permanent staff of 200 of which more than 100 are academics from all over the world, while about 250 guest lecturers from academia and industry contribute to our educational programmes.

Each year 750 professionals (including about 200 new MSc students per year) from all over the world attend various water-related courses at IHE Delft. The Institute has an international staff & student community with English as the working language.

IHE Delft also hosts the Secretariat of the Netherlands IHP-HWRP Committee, which supports the Dutch contribution to UNESCO's International Hydrological Programme (IHP) and WMO's Hydrology and Water Resources Programme (HWRP).

IHE Delft is looking for:

Netherlands IHP-HWRP Committee Secretary

24 hours p/w

IHP-HWRP Committee

The Committee is a platform of Dutch scientists, policy-makers and practitioners. Together, the Committee members define the Dutch position regarding the water programmes of UNESCO (the International Hydrological Programme IHP) and of the World Meteorological Organisation WMO (Hydrology and Water Resources Programme HWRP). The Committee members are representatives of Dutch ministries, knowledge institutes, research organisations and operational agencies with a strong research component. Since its establishment in 1964, it connects academic, operational, and research institutes and the three ministries focused on water. The Committee is chaired by two co-chairs (one from policy, and one academia), and is supported by a Secretariat. For more info about the Committee see www.ihp-hwrp.nl.

The goals of the Committee are:

- 1) Contribute to the international research agenda, based on Dutch expertise and focus areas.
- 2) Improve cooperation between
 - a. Dutch partners involved in water research and capacity building; connecting science, policy and practice at the national level.
 - b. Dutch and international partners at regional (e.g. with Germany and Belgium) and international (e.g. participation of Dutch partners in international research programmes) levels.
- 3) Increase international visibility of specific Dutch water knowledge and expertise.
- 4) Facilitate knowledge sharing with other countries, including in the Global South.

Responsibilities of the Committee Secretary

A pro-active role of the secretariat is essential to establish a successful link between the Dutch water sector and the international programmes. The secretariat provides good, substantial, flexible and sustainable support to the members. The secretariat helps the Chairs to represent the Committee in (inter)national IHP and HWRP related meetings and events.

The secretariat:

- organises twice a year the IHP-HWRP Committee meeting (preparation, facilitation, reporting)
- facilitates Dutch contributions to the IHP Council and Bureau meetings at UNESCO headquarters, and to the Commission of Hydrology of the WMO
- organises the yearly (international) workshop
- identifies the topics that are of interest for the members and aligns this with the IHP and HWRP programs, to then support the members by organising topical meetings and working groups.
- acts as international and national promoter and broker for IHP and HWRP related topics and activities; this includes identifying and matching opportunities for cooperation between Committee members, UNESCO and WMO water programmes, and other IHP-HWRP National Committees, and promoting Dutch knowledge and expertise at the international IHP and HWRP programmes and platforms.
- acts as communicator and helpdesk for IHP and HWRP related national and international activities; this includes filtering relevant information, including progress and news for Committee members and keeping the Committee members up to date about activities and developments in the IHP and HWRP programmes (through an e-newsletter, website, twitter, articles among others).
- reports to the two co-chairs of the Committee and to the Ministry of Infrastructure and Water Management.

As staff member of IHE Delft, you may also be asked to contribute to other activities of the institute.

Requirements

The successful candidate:

- is able to connect and represent the different members of the IHP-HWRP Committee
- is able to identify and create synergies between the interests and wishes of all partners involved
- likes to work in an international setting
- has an insight in the Dutch Water Sector
- is able to work independently but in close cooperation with the Committee Chair and Ministry
- speaks and writes fluent Dutch and English
- has at least a BSc degree in an appropriate field
- is prepared to do short-term missions abroad

Personal qualities:

- You are a good communicator
- You are pro-active, entrepreneurial and energetic

- You are able to enthuse and convince others
- You have a strategic level of thinking
- You are comfortable in both the academia and policy settings

Terms of employment

This is a temporary position for one year and is explicitly subject to the condition of availability of funding in the IHP (NLCom-Phase 2) project. The contract of employment will end prior to the agreed end date if the project funding is not available. The intention is to extend the temporary contract with an additional two years, subject to the condition of availability of project funding. The position is based in Delft, The Netherlands. A competitive salary (scale 10) 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 Prof. Pieter van der Zaag (+31 5 215 1829, p.vanderzaag@un-ihe.org).

The requirements should be met in order to successfully apply for this position.

Applicants are asked to submit their CV and covering letter up to and including **15 December 2018 (closing date)** to IHE Delft, attn. Human Resource Management (Email: recruitment@un-ihe.org), stating vacancy-number **18-IWSG-08**.