



UNESCO-IHE
Institute for Water Education

The **UNESCO-IHE Institute for Water Education** offers graduate education in Delft, The Netherlands, and carries out research, innovation, and capacity development projects all over the world. The mission of UNESCO-IHE is to contribute to the education and training of professionals and to develop 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. Hence, the institute plays a key role in contributing to the Sustainable Development Goals agenda addressing local water challenges worldwide and with a focus on the Global South.

UNESCO-IHE 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 UNESCO-IHE.

The **Office of the Rector (OR)**, is responsible for providing policy and administrative support to the management of the institute. OR consists of a Communication Office and a Liaison Office. The Liaison Office intends to recruit a:

Contract Management Coordinator (m/f) 1.0 FTE

The Contract Management Coordinator is the owner of the main Contract Management processes at UNESCO-IHE. In this role he/she supports the Academic Departments as well as all other Support Units (PMSU) in understanding donor regulations and requirements and the fit with UNESCO-IHE internal regulations, assessing feasibility of grant/donor contract requirements, follow up on incoming donor contracts, preparing sub-contracts according to internal regulations and donor requirements, assessing compliance of donor agreement as well as sub-contracts to prevailing rules and regulations, maintaining templates and standards, advising project leaders on contractual matters assessing risks vs benefits, maintaining contract management procedures, and preparing policy notes concerning contracting processes.

Responsibilities

The incumbent will be responsible for the following tasks:

- Review, evaluate, negotiate and process Donor contracts in projects
- Review, evaluate, negotiate and process subcontracts in projects, education, and other type of consultancy services.
- Maintain contract management standards / templates
- Maintain contract management process procedures
- Benchmark UNESCO-IHE contract management practices
- Provide internal advice on contract management matters (including IPR, copyright issues, etc)
- Seek external support and advice from selected experts/firms when needed
- Revise and maintain contract signatory protocols
- Review donor programmes conditions and assess / document contractual and financial implications
- Manage information systems and workflows related to contract management process(es)
- Advice on Institutional cooperation / MoU
- Support other third party hiring processes within the Institute (e.g. guest lecturers hiring)

Requirements

- Higher Education (HBO) in Dutch (corporate) legislation
- At least 5 years' experience with financial and legal aspects of project and programme management, Knowledge of a broad range of relevant donor programmes.
- Experience in working with multilateral and/or bilateral organisations
- Excellent proficiency of English and Dutch.
- Basic knowledge of International Law would be an asset
- Excellent negotiation and leadership skills are essential.
- Flexibility and ability to perform under stressful circumstances are essential.
- Ability to proactively seek best practices and process improvements

Terms of Employment

The position is based in Delft. An initial contract for 1 year is offered with possibility of extension. A competitive salary (scale 10) according to the 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 Human Resources Management (+31 (0)15215760).

Applications in English can be sent until **25 August 2016 (closing date)** including curriculum vitae, motivation letter and the names and contact details of two contactable referees, to UNESCO-IHE, attn. Human Resource Management (E: vacancies@unesco-ihe.org), PO Box 3015, 2601 DA Delft, The Netherlands, stating vacancy-number **16-LO-02**.

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