

Terms of reference: CCU Coordinator

(Counties: Bjelovarsko-bilogorska, Brodsko-posavska, Dubrovacko-neretvanska, Karlovacka, Licko-senjska, Osječko-baranjska, Požeško-slavonska, Sisacko-moslavacka, Splitsko-dalmatinska, Šibensko-kninska, Viroviticko-podravska, Vukovarsko-srijemska, and Zadar County)

Responsibilities of the RCU Coordinator:

The main responsibility of the CSERP County Coordinator will be to manage and administer all project activities in his/ her region of assignment; including the preparation of annual programs and reports and relations with County authorities to ensure a smooth implementation of the programme.

Specific responsibilities of the CCU Coordinator

- 1) To guide and coordinate all project activities, under each of the components, at County level;
- 2) Liaise, on a regular basis, with the Regional Coordination Units (RCU)
- 3) Coordinate all project activities with the relevant County authorities. To coordinate closely with all relevant agencies, Ministries and other concerned parties at County level on matters pertaining to the CSERP;
- 4) To ensure that all CSERP activities in the region are in compliance with the Operational Manuals and working plans;
- 5) Report, on a regular basis, to the RCU Coordinator in responsive RCU, (Đakovo, Sisak, Zadar) on progress achieved and problems encountered.
- 6) Draft action plans and coordinate the preparation and implementation of annual work plans for the County, according to the Operation Manual;
- 7) To ensure proper information dissemination under the project in the region;
- 8) To ensure that the poverty targeting strategy and the outlined in the Operational Manuals are adhered to;
- 9) To make the necessary arrangements for any Government or Bank supervision mission;
- 10) To exercise other functions as required by the CSERP implementation in accordance with the legislation of Croatia.
- 11) Dissimination of the information related to Project activities
- 12) Assistance to the applicant according to the operation manual
- 13) Monitoring of the implementation of the Projects on County level, reporting and coordination with RCU

Relations with other parties

In relation to the RCU:

- 1) To keep the RCU informed on the progress of the project at County level, its impact, and budget issues and other matters that require its attention;

and to ensure implementation of the recommendations of the RCU are effectively carried out;

- 2) To submit important project documents for the RCU's review and approval;

In relation to third parties:

- 1) To represent the CSERP, at County level, in all transactions with third parties related to project implementation;

Necessary qualifications:

- University Degree in Social Science, Economics, Agriculture or Engineering, Understanding of issues of the Area of Special State Concern
 - At least three years of work experience in governmental structures, international organizations, private sector or NGO sector, particularly in the social and economic sectors;
- 2) Driving license "B" category is mandatory;
 - Excellent communication and organizational skills;
 - Good computer literacy (Word, Excel, Powerpoint)
 - Active usage of Croatian and English language both oral and written

Working conditions:

The CCU Coordinator will be stationed in the relevant County of assignment, but should be ready to travel to various project sites throughout his/her County, hold numerous meetings and work under pressure.