

Terms of reference: RCU Coordinator

Responsibilities of the RCU Coordinator:

The main responsibility of the CSERP Regional 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 program.

Specific responsibilities of the RCU Coordinator

- 1) To guide and coordinate all project activities, under each of the components, at regional level;
- 2) Day to day management of the RCU personnel, to ensure that technical and administrative duties are performed efficiently and that all actions are current and accurate;
- 3) Liaise, on a regular basis, with the County Coordinator Units (CCU) that fall within his /her region of responsibility.
- 4) Coordinate all project activities with the relevant County authorities that are part of the RCU region. To coordinate closely with all relevant agencies, Ministries and other concerned parties at regional level on matters pertaining to the CSERP;
- 5) To ensure that all CSERP activities in the region are in compliance with the Operational Manuals and working plans;
- 6) Report, on a regular basis, to the PCU Director in Zagreb, on progress achieved and problems encountered.
- 7) Draft action plans and coordinate the preparation and implementation of annual work plans for the region, according to the Operation Manual;
- 8) To chair the RCU and the Regional Approval / Selection Committee meetings and coordinate, mediate and document the decisions of the meetings; to ensure that project approved thresholds are observed;
- 9) To ensure proper information dissemination under the project in the region;
- 10) To ensure that the poverty targeting strategy and the allocation of funds outlined in the Operational Manuals are adhered to;
- 11) To make the necessary arrangements for any Government or Bank supervision mission;
- 12) To exercise other functions as required by the CSERP implementation in accordance with the legislation of Croatia.

Relations with other parties

In relation to the PCU:

- 1) To keep the PCU informed on the progress of the project at regional level, its impact, staffing and budget issues and other matters that require its

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

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

In relation to the RCU and CCU STAFF:

- 1) To participate in the selection and manage the RCU staff;
- 2) To ensure that staff both in the RCU and CCUs positions respect the project policies, criteria and approach;
- 3) To review and approve the work programs of each member of the RCU and the CCUs that are part of the region;
- 4) To ensure supervision guidance, development, and motivation of project staff
- 5) To ensure that all staff receive adequate training;
- 6) To conduct, together with the PCU, staff performance evaluations;

In relation to third parties:

- 1) To represent the CSERP, at regional level, in all transactions with third parties related to project implementation;
- 2) If requested by the PCU, to represent the CSERP in all legal matters; and
- 3) To sign all contracts and agreements delegated to his/her authority.

Necessary qualifications:

- Bachelor or Master's Degree in Economics, Business Administration, Public Administration or related discipline;
- At least 5 years of work experience in governmental structures, international organizations, international private sector or NGO sector, particularly in the social and economic sectors;
- Two years of managerial and planning experience; experience in managing similar World Bank or other donor-funded projects will be a distinct advantage.
- Good knowledge of the Croatian state institutions both at the central and local level and knowledge of IBRD Financial Management and Procurement procedures will be considered an asset ;
- Good communication and social skills;
- Basic computer literacy (Word, Excel, Powerpoint)
- Fluency in Croatian and English.

Working conditions:

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