Skat Consulting Ltd.
Pestalozzistrasse 2, CH-9000 St. Gallen,
Switzerland
E-mail: northmacedonia@skat.ch
Web: www.programazavodi.mk

PointPro Consulting
Maksim Gorki 16, Skopje 1000
North Macedonia
E-mail: office@pointpro.com.mk
Web: http://www.pointpro.com.mk

Terms of Reference
Junior water professional

Programme title:	Groundwater Management, Use and Protection Programme (GWP)
Position title:	**Junior water professional (one position)**
Duty Station:	Hydrometeorological Service (HMS)
Duration of contract:	31.12.2027.
Start date:	01.07.2026. or as per agreement
Application deadline:	12.06.2026.

A. BACKGROUND

The Swiss-funded ***Groundwater Management, Use and Protection Programme (GWP)*** aims at supporting North Macedonia in establishing a sustainable long-term, multi-level, and systematic groundwater management that enables collaborative, effective, and more transparent use of the groundwater resources.

The GWP stakeholders/partners include institutions at central governmental level, research and academia as well as local institutions (e.g. municipalities, public utilities), civil society organisations and the private sector. The **consortium of Skat Consulting and PointPro Consulting** has been mandated by the **Swiss Embassy** in the Republic of North Macedonia to implement Phase 1 of the GWP from Jan 2024 – Dec 2027.Two additional subsequent phases may follow subject to successful implementation of the Programme's first phase and fulfilment of the overall commitment of its main national partners.

Skat Consulting Ltd. is an owner-operated leading Swiss company specialising in international cooperation and is dedicated to making available basic services and ensuring dignified living conditions and a healthy environment for all. Skat Consulting supports governments, the private sector and civil society around the globe in improving people's lives by facilitating lasting solutions in water, building, energy and governance.

PointPro Consulting d.o.o. is a leading management consulting company based in Skopje since 2006 incorporating two business areas: (a) Infrastructure and Sustainable Development and (b) Management Consulting and Corporate Finance.

To facilitate the implementation of the Programme, on a day-to-day basis, a so-called **Programme Facilitation Unit** (PFU)will be hosted together by the Skat Consulting Branch in Skopje and PointPro Consulting Skopje.

GWP has the overall objective to strengthen relevant authorities to implement the provisions of an integrated framework coherent with the requirements of the EU environmental acquis for the sustainable management of groundwater resources in the context of a changing climate. To achieve this, the Programme works toward fundamentally improving the capacity and strengthen the role of the Ministry of Environment and Physical Planning (MoEPP), the Ministry of Agriculture, Forestry and Water Economy (MAFWE), and the Hydrometeorological Service (HMS). Efforts are invested in clarifying roles and strengthening functional relationships among these institutional and a wide range

of non-institutional stakeholders charged with responsibilities over the main components of the country's GW management system (Planning, Monitoring, Implementation, Permitting and Inspection, Communications and Stakeholder Participation, and Data Exchange and Management).

To complement the PFU team and t**o catalyse the capacity development efforts, the GWP seeks to hire junior water professional,** to be recruited by the GWP initially and subsequently seconded/integrated into the **Hydrometeorological Service (HMS).**

While the Programme is able to hire this professional on a temporary basis only (until 31 December 2027), efforts will be taken to ensure their additional temporary or permanent employment at the respective beneficiary institution[1]. The selected professional will sign contract with the Skat Consulting Ltd. - Branch Skopje in line with the national employment legislation.

The professional will be funded from the administrated Programme funds and it is expected to continue to work at the HMS after the termination of this contract. The professional is expected to have relevant educational background and complementary competences in areas related to water management in general.

The ToR below describe the scope of work, key duties and responsibilities of the positions.

B. DUTIES AND RESPONSIBILITIES

Under the leadership of the Team Leader, Outcome Manager and HMS Relevant Head of Sector of Water Quality, the professional will be responsible to:

WATER QUALITY MONITORING PROFESSIONAL

Specific task to be performed at HMS – Water Quality Sector

- Take active role in coordination with Head of Sector for Water Quality in upgrading the current water monitoring programmes within the national water quality monitoring network by assisting the operationalization of monitoring equipment at HMS (as per the Law of Hydrometeorological Affairs, Law on Water, Law on Environment, in line with the EU Water Acquis, and other international conventions);
- Support the preparations for the upcoming trainings on water quality monitoring and take lead role coordinated by the Head of Sector for Water Quality in the HMS in organizing the logistics of the trainings and act as a participant in the trainings who will acquire the necessary technical knowledge together with HMS staff and jointly assist with HMS staff its integration in the HMS's future water quality monitoring programmes;
- Take part in field missions as part of the training, as well as future pilot monitoring programmes;
- Take part in field missions as part of the HMS team;
- Support the upgrading of the water quality monitoring program, including emissions from different sources (e.g., through selection of monitoring sites and parameters coordinated by HMS Head of Sector for Water Quality in line with the national legislation and EU directives);
- Support the improvement of water quality/ water emissions data collection & storage, and maintenance of the related databases;
- Assist water status assessment, identification of impacts and risks that are related to the water emissions, as well as other water management aspects;

[1] This is a primary responsibility of the competent authority and is beyond the Programme's ability to secure any continuation of the contracts following their conclusion in December 2027.

- Provide support to Water / Environmental reporting in HMS, to inform national institutions as per legal requirements;
- Perform water quality/ water emissions analysis as per the Law of Hydrometeorological Affairs, Law on Water, EU Water Acquis, and other international instruments;
- Support to developing sampling plans for selected parameters, identification of appropriate laboratory equipment for conducting analyses and interpretation of results;
- Assist water status assessment, identification of impacts and risks, as well as other water management aspects;
- Work with the inventory data for surface/ground waters quality and emissions;
- Support HMS to report on water emissions in both quality and quantity terms, and other water management aspects such as water use according to EIONET/EEA requirements;
- Take part in design of monitoring programmes that are carried out by other partner institutions as part of different working groups.

Support to GWP Programme

- Serve as a liaison between PFU Advisers, Programme's International experts, HMS and other key beneficiaries;
- Take the obligation and secretary role in the working groups to be created with the support of the GWP;
- Take part in Programme-supported trainings jointly with the HMS experts on different aspects of IWRM;
- Perform additional Programme-related tasks as may be assigned or delegated by the PFU in coordination with HMS Focal Points.

C. QUALIFICATION REQUIREMENTS AND SKILLS RELEVANT TO THE POSITION

To perform her/his tasks, the Junior Water Professional shall possess the following competencies:

Mandatory requirements

General requirements defined in Law: to be a citizen of the Republic of North Macedonia, to actively use the Macedonian language, to be of legal age, to have general health fitness for the workplace (including field trip, training, performing presentations), he/she has not been sentenced to a ban on performing a profession, activity or duty with a final court verdict.

Special requirements

- Minimum bachelor university degree in related disciplines as following, while relevant MSc will be considered a strong asset:
  - For **Water Quality Monitoring Professional:** university degree in chemistry, or biology, or biochemistry, or water management or environmental engineering, or equivalent (ECTS 240 or equivalent).
- Excellent written and verbal communication skills in Macedonian.
- Excellent written and verbal communication skills in English (at least B2 level CEFR - equivalent).
- General computer literacy and solid knowledge of MS Windows and MS Office.

Desired additional qualifications

- Relevant work experience[2] in performing assignments in areas relevant to the position; Previous experience in laboratory analysis will be considered an asset;
- Experience in the analysis and evaluation of data, statistics, data management and GIS;
- Knowledge of the local and EU water-related legislation;
- Possession of driver licence is considered an asset.

Other expected skills & attitudes

- Excellent communication, interpersonal skills, and reporting skills;
- Highly motivated to engage into a peer-to-peer, on-the-job knowledge/skills building;
- Ability to coordinate smoothly with multiple parties (including capacity building programs and local institutions), work under pressure, and tight deadlines.
- Excellent time management skills and ability to multi-task and prioritize work.
- Excellent interpersonal and communication skills.
- Experience from management of grants.
- Organized, responsible and understands confidentiality.
- Attention to detail and problem-solving skills.

D. APPLICATION PROCEDURE

Interested candidates need to submit their **CV** in English to: northmacedonia@skat.ch.

Contact for more information

Jan Kwiatkowski, Skat Consulting, Programme Team Leader
Email: jan.kwiatkowski@skat.ch

Danco Uzunov, PointPro Consulting, Deputy Programme Director
Email: danco.uzunov@pointpro.com.mk
Phone: +389 70 279 252

[2] Full-time employments, work on projects and proven professional internships for reputable organizations/companies/institutions is considered relevant.