



**Institute for
Water Education
under the auspices
of UNESCO**

IHE Delft Institute for Water Education, the world's largest international graduate water education facility, works to strengthen water sector capacity to contribute to a world free of poverty and injustice, in which people manage their water and environmental resources sustainably and equitably.

More than 120 of IHE Delft's 200 staff members are academics from all over the world. About 250 guest lecturers from global academia and industry contribute to the Institute's educational programmes. Each year, 750 international professionals, including about 200 MSc students, attend courses at IHE Delft. Our working language is English, and we promote a healthy work-life balance.

IHE Delft is a unique knowledge institute in the Dutch research and educational landscape that combines excellence in education and research with work to advance global sustainable development. Partnerships are integral to achieving this mission. The Institute works closely with universities, government agencies, NGOs, and private sector institutions in the Netherlands and around the world. Through research, education and institutional strengthening, Institute staff make a tangible contribution towards all Sustainable Development Goals (SDGs) in which water is key. IHE Delft actively supports its diversity and gender balance agenda.

Policy Officer to the Rectorate

38 hours per week

The Policy Officer fulfils a position within the Rectorate Office, which unit consists of the Rector, Vice-Rector, Business Director, Secretary of the Rectorate and Secretary PIE. The policy officer provides independent support to the Rectorate for the development of strategic policy documents, support for Rectorate meetings, collaborates with the Secretary of the Rectorate, and collaborates with the Liaison Office. The Policy Officer aligns the work with the Secretary of the Rectorate. The Policy Officer is responsible for the coordination of the Institute's reporting processes and the liaison with various external stakeholders. The Policy Officer reports to the Rectorate.

Responsibilities

- Draft strategic policy documents for the Rectorate;
- Perform ad hoc intelligence, studies, and research in support of Rectorate strategic agendas;
- Coordinate the annual cycle of IHE Delft workplan and budget preparation and the quarterly cycle of Management Information Report preparation (where all the reporting itself is done by the Heads of Departments and Managers of the Support Offices);
- Prepare and monitor the institutional collaboration agreements (together with Liaison Office);
- Draft agenda, take minutes and follow up on actions of relevant rectorate meetings, including meetings with the Governing Board and the Works Council;
- Support relationship with UNESCO Paris and other offices, in particular concerning reporting, evaluation and other joint UNESCO agendas (together with the Liaison office). Arrange mission agendas and travel itineraries of Rectorate members;
- Assist in keeping the CRM system up-to-date;
- Professionally planning, organizing, greeting and receiving high-level guests for Rectorate meetings;
- Screening of, prioritising of and responding to emails, messages, and other correspondence received by Rectorate members.

Requirements

- Passionate about Sustainable Development and with a particular interest in global water sector challenges;
- Affinity with international partnerships (such as UN organizations);
- Master's degree in Business Administration or any other relevant field;
- Intercultural sensitivity;
- Excellent verbal and written communication skills;
- Fluency in English and willingness to learn Dutch (if required), other language proficiency is an asset;
- Diligent, accurate and responsible;
- Good knowledge of Microsoft Word and Excel.

Terms of Employment

The employment contract is for 38 hours per week.

The candidate will be stationed in Delft, the Netherlands, and needs to be eligible to work in the Netherlands.

The position is in accordance with scale 10/11 of the Collective Labour Agreement for Dutch Universities (VSNU).

IHE Delft offers an attractive, multiple-choice employee benefits scheme, year-end bonus and generous pension scheme. The appointment implies entry into the Netherlands' Civil Service Pension Fund (ABP). We also offer 31 days' leave based on 38 hours working week.

Information and application

Additional information can be obtained from Johan Aad van Dijk E: j.vandijk@un-ihe.org / T: +31 15 215 1823
Applications (in English) should contain a cover letter explaining your motivation for this position and a CV.

IHE Delft follows an open procedure of recruitment, which respects diversity and provides equal opportunity to applicants of all backgrounds.

Applications can be sent until **10 May 2023**, including curriculum vitae and motivation letter to recruitment@un-ihe.org (as one PDF file with your family name as the filename), attn. Human Resource Management. Stating vacancy number **23-REC-01**.

Acquisition by staffing agencies and other 3rd parties is not appreciated.

By submitting your application for this vacancy, you agree with the privacy statement below:

The personal data you share through your application file and other means will only be used by IHE Delft for the purpose of the recruitment and selection process in order to evaluate your suitability for the vacancy for which you have applied, as well as for communication purposes related to the vacancy. IHE Delft will process your personal details in accordance with the EU General Data Protection Regulation of 25 May 2018. For more information we refer you to the privacy statement of IHE Delft: <https://www.un-ihe.org/privacy-statement>

Without your prior consent or other legal basis, no information will be shared with third parties.