

## ASSOCIATE FOR GREEN BUSINESS SUPPORT PROGRAMME IN THE DUBROVAČKO-NERETVANSKA COUNTY DEVELOPMENT AGENCIES (DUNEA Ltd.)

<b>Location :</b>	Dubrovnik
<b>Application content and deadline :</b>	Candidates should send their: 1) Curriculum Vitae and 2) a letter of interest demonstrating his/her motivation for the job, understanding of the main expected challenges and ways to overcome them and relevant previous experience (both in English) to: <a href="http://www.undp.hr">www.undp.hr</a> under Jobs, latest by 17. 09. 2010.  Only the selected candidates will be contacted.
<b>Type of Contract :</b>	Appointment of Limited Duration
<b>Languages Required :</b>	English
<b>Starting Date :</b> (the earliest date when the selected candidate is expected to start)	01. 10. 2010.
<b>Expected Duration of Assignment :</b>	2 years, with probation period of 3 months

### Background

The Dalmatian Coast constitutes a unique patchwork of marine, coastal, island, terrestrial and agricultural ecosystems with great variations regularly occurring over small distances. However, recently this globally significant diversity is generally threatened by unsustainable elements in the main economic activities in the area, which include firstly real estate development and tourism but also agriculture, fisheries and mariculture. The aim of the "COAST" Project is to help Croatia seize a unique and short-lived opportunity to improve bio- and landscape diversity conservation in the Dalmatian coastal region before current unsustainable development trends cause irreversible damage to the ecosystems. The main strategy of the COAST project – i.e. conservation of the biodiversity (BD) and landscape (LD) through "greening" of the major economic sectors – will be achieved also through promotion and direct support to development of individual Green / BD-friendly businesses. In order to do this in the most effective and efficient way, as well as to secure sustainability of the Project results / impacts, Green Business Support Program (GBSP) has been established within each of the 4 counties' County Development Agencies (Zadar, Šibenik-Knin, Split-Dalmatia, Dubrovnik-Neretva). The Program provides both technical and financial assistance for prospective project partners interested for various types of Green businesses (including organic agriculture, growing of autochthonous varieties and breeds, eco-tourism, rural tourism, nature-based tourism, organic aquaculture, shellfish farming, sustainable fisheries, etc.). Technical assistance deals mainly with development of applicants' project ideas to the full fledged bankable project / business proposals, through development of marketing / business plans, feasibility studies, adjusting original proposal in a way to better fit criteria of various available funding programs (including the Project COAST criteria, but also those of EU funds and various available national funds), etc. GBSP's financial instruments includes: Small grants program; and Partial guarantees and loans program. For more details about GBSP and Project COAST, please refer to the COAST project web-site ([www.undp.hr/coast](http://www.undp.hr/coast)).

### Duties and Responsibilities

The Candidate will work within the Dubrovačko-neretvanska County Development Agency (DUNEA Ltd) on all the tasks and activities related to the *Green Business Support Program (GBSP)*, with emphases on the green business within sector of tourism (i.e. agro-tourism, adventure nature based tourism, eco-tourism). These includes in particular:

- Administration of overall GBSP within the CDA;
- Participation in evaluation and further elaboration of Project proposals submitted for the GBSP support,
- monitoring of and reporting on implementation of the projects receiving GBSP support;
- Assistance in provision of technical assistance to various external GBSP partners / beneficiaries
- Assistance in organization and implementation of various capacity building programmes – i.e. informative, educational, training events - for users of GBSP and its partners;
- Identification of the all GBSP relevant – national, EU and other – funding opportunities;
- Establishment and maintenance of regular working contacts with all external GBSP partners (including UNDP, entrepreneurs and their associations, representatives of the relevant public institutions, partner commercial banks and other financial institutions)
- Facilitation in establishment and administration of various existing or yet to be established green business networks;
- Development of skills, competencies and experience related to GBSP.

The associate for GBSP will implement his/her tasks under the supervision of the DUNEA director, according to the activity plans agreed among the GBSP partners, in close cooperation with other DUNEA staff, as well as with the members of the UNDP-GEF Project COAST team and associates.

### **Required Skills and Experience**

The Candidate should:

- Have degree (preferably post-graduate degree) in the field relevant for *Green business* development;
- Share GBSP enthusiasm and conviction that green businesses are important development niche in the overall sustainable development of the Dalmatian coastal area;
- Be highly motivated for fast professional development in the GBSP related skills, competences and experiences;
- Be practical, performance driven, with good networking skills, with ability to communicate, to manage and to build and participate in teams;
- Have good analytical and reporting skills; excellent English language skills, both written and verbal; demonstrable skills in using information technology; ability and willingness to travel;
- Previous GBSP related experiences, as well as experiences in provision of technical assistance in form of preparation of project proposals and business plans are considered as an advantage.

Candidates should send their Curriculum Vitae and a letter of interest demonstrating his/her motivation for the job to: [www.undp.hr](http://www.undp.hr) under Jobs, latest by 17. 09. 2010.

**Only shortlisted candidates will be contacted.**