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JORDAN WATER QUALITY IMPROVEMENT
AND CONSERVATION PROJECT

USAID CONTRACT # 278-0288-C-00-4026-00

DAI PROJECT NUMBER 3114

Water Planning Authority

Human Resources

Final Report

Final Report

I . Introduction

II . Purpose

III . Methodology

A Selection of the Population

B Sources of Data

C Process

D Problems

IV . Concluding Remarks

Appendices

Final Report

I. Introduction

Organizations operate in a dynamic environment that force them to continuously adapt change to new situations if they are to survive and succeed in today's highly complex and sophisticated world. While change can sometimes threaten the survival of an organization, it also frequently offers an unprecedented opportunity for growth (daft, 1997, Bedeian, 1989)

Change is a universal aspect of all organizations, Every one must confront the challenge of continually reorganizing itself, even redesigning its basic structure if necessary, to achieve its objectives. Most organizations find that they must undertake moderate organizational changes at least once a year and major changes every four to five years (Bedeian, 1989, Mescon, et al 1985)

Organizational change is a process, not an event. It results from both internal and external pressures, and involve substantive modification to the organization or parts of it. Thus change can include virtually any aspect of an organization work schedules, bases for departmentalization, span of control, machinery, organization design and structure, employees etc (Griffin, 1996, Robbins, 1995, Bedeian, 1989)

The Ministry of Water and Irrigation (MWI) in Jordan has been going through a process of organizational change for the last several years. One of the proposed change is to establish a Water Planning Authority (WPA) within the MWI organizational structure.

II. Purpose

The main purposes of this assignment are

- 1 To conduct desk audits/position analysis for the 28 positions in the proposed WPA structure,
- 2 To produce job descriptions for the 28 positions,

- 3 To analyze the degree of fit between these positions and the persons whose names were furnished by DAI to the consultants
The assignment also includes the submission of a work plan and a final draft report

III Methodology

The methodology used for the carrying out of entire assignment has been discussed with DAI expert and officials. It was agreed that the adopted methodology can be most instrumental in producing the desired results under the available timeframe and set of organizational constraints. The following methodological steps have been undertaken to accomplish the required tasks.

A Selection of the Population

The population of the study consists of 28 basic positions that have been identified on the basis of an organizational structure that seemingly was suggested by another consulting outfit for the proposed Water Planning Authority.

B Sources of Data

A list of 25 persons (see Appendix A) from the Water Authority of Jordan (WAJ) and the Jordan Valley Authority (JVA) has been prepared to constitute a major source of information. Many other sources have been tapped to collect the data from. These briefly are

1. The questionnaire. A comprehensive questionnaire was designed by the consultants and approved by DAI to be used as data collection instrument (see Appendix B). It was distributed on the entire population of the study who are by and large officials currently holding positions that are somewhat similar to those that are expected to be found in the proposed WPA organization structure if and when it gets approved.

... which was made available from the Canadian International Development Agency (CIDA) study that is reportedly underway.

3. Scant Data available from a previous (1988) job description study conducted by a group of individuals assembled by a local training institute to prepare job descriptions for managerial and supervisory positions that existed then in JVA and WAJ
4. MWI, JVA and WAJ Laws, regulations and approved systems of organizational duties
5. Other varied individuals and written sources

C Process

The following steps have been undertaken to facilitate and carry out the field part of the study

1. A letter signed by the Secretary General of WAJ was addressed to all subjects of the study population with a copy of the positions analysis questionnaire attached. The message stressed the importance of the study and urged respondents to cooperate with the consultants in filling in the questionnaires

and thus contributing to the achievement of the objectives of the study

2. A schedule for interviewing all the subjects of the study population was then set up and carried out This first set of interviews was used to collect the questionnaires and to further investigate various dimensions of the positions being analyzed In several instances these interviews had to be, for various reasons, rescheduled
- 3 In virtually all cases the gathering of data required the conduct of a second interview These semi-structured interviews helped in filling in some gaps in the data collected as a good percentage of the interviewees turned out to be more cooperative and forthcoming in furnishing requested information
4. A file for each position was then established containing various data obtained from all sources to cover as much as possible of the data needed for the positions analysis and these files are attached to this report

5. On the basis of the specific nature of the required assignment, the consultants designed a job description format and submitted it to DAI. DAI reviewed the proposed format and, after due consultations and discussions, approved it. The adopted format encompasses the five elements that are normally embodied in a job description format (see Appendix C)

6. Data obtained from the desk Audits / Positions analysis, as well as data provided by CIDA, the 1988 proposed job descriptions of WAJ and JVA and other sources were compared and analyzed to extract the required job descriptions needed for the proposed WPA. These are attached to this report. The job descriptions were then critically reviewed by DAI, Chief of Party (COP) and several professionals from DAI and MWI staff. The result of this review and the discussions that went along with it constitutes the final job descriptions which are included in part three of this report.

7. The consultants were given a list of candidates' names which correspond to the positions in the proposed WPA organizational structure (see Appendix A)

- 8 The personal qualifications of each candidate along with the job description of the corresponding position, were compiled to facilitate comparison and evaluation of the degree of fit between the persons and the positions (see Appendix D)
9. A summary form for the degree of fit was also designed (see Appendix E)
10. The compiled data along with summary form were given to DAI (upon their request) for decisions to be taken later by MWI officials

D. Problems

The problems encountered in the conduct of this study were not unusual considering the currently prevailing organizational climate among some middle and upper managerial staff. They were tactfully handled and did not pose any serious drawback to the study. The salient problems encountered centered around the following

1. For many reasons, some of the interviews had to be rescheduled sudden commitments, absence of the interviewee, etc

2. Few interviewees had completed the questionnaires when the first interview was conducted In certain cases, few questions were not answered and were covered during the interview In other cases, when the questionnaires were not filled in, the consultants had to contact respondents again to collect the questionnaires, or just answers to few questions, even after the interview was completed This forced the consultants to perform certain tasks more than one time to evaluate the collected information and to verify it

3. The list of names that was attached to the covering letter and the questionnaires created unintended impressions among some of the interviewees and the staff of WAF and JVA to the effect that as if those interviewees were the only candidates being considered for the jobs in the new proposed structure That, at times, reflected on the extent of cooperation and readiness on the part of some respondents to offer information Some of them, however, went beyond what they actually do on their

jobs to show what they also can do in order to create a positive impression. Finally, some interviewees were cooperative and well-prepared for the interview and furnished data requested that was available to them.

4. In certain cases, interviewees were describing what they actually do on their current jobs and not what the job duties require them to do.
5. In a very few and rare cases the interviewees lacked interest and were either not willing or reluctant to furnish any data or to even schedule time for an interview.
6. Data obtained from certain interviewees about their jobs do not correspond to those jobs listed on the proposed ORGANIZATION CHARTER which was made available to the consultants. There was no relevance between what they do and the data needed for the jobs which are being analyzed.

- 7 Certain jobs in the proposed WPA list did not exist in WAJ and JVA structures, and the interviewees were of little help in that category of jobs because they were not familiar with those jobs

- 8 Some interviewees furnished data on their duties which included duties that did not correspond to their present hierarchical positions

The consultants had to carefully and tactfully deal with all of these problematic situations in order to create a conducive environment for data offering and gathering as well as for a rational understanding of the objectives of the study. Indeed, the desk audits data gathered has been useful but insufficient in deriving the job descriptions required. Valuable input in this regard came from DAI, COP and his staff. The desk audits which are separately submitted have very limited usefulness other than a source of information for the drafting of the desk audits.

Finally, data obtained from the various other sources had to be worked upon in order to sift through and exact the specific and relevant information needed for the job descriptions.

V. Concluding Remarks

The consultants have taken the proposed organization structure for the WPA as given. This is a basic methodological point that should be underscored as the job titles, along with their relative positions as well as the vertical and horizontal relationships these positions entail influence the entire job descriptions in general and the job duties in particular.

The merits of the WPA proposed structure are outside the scope of this assignment. Therefore, the consultants refrain from making any comments on it. However, although the proposed structure has been treated as given, yet it most certainly exerted a noticeable influence on the draft job descriptions in terms of the specific duties of each and its relationships with other positions. The resultant job descriptions should be seen within this context.

Appendix A

List of Candidates' Names

and their

Corresponding Positions

Serial No	Name	Positions to be Analyzed
1	Bassam Al-Tal	Policy and Strategy Human Resource Development
2	Zuhair Hiyasat	Data Network Operation
3	Ahmad Abu Sinneh	Data Network Operation
4	Adnan Al-Zu'bi	Public Awareness
5	Muhammad Al-Awamleh	Public Awareness
6	Hazem Al-Naser	National Water Resource
7	Rakad Al-Ta'ani	Standards and Guidelines
8	Ali Al-Qudah	Enforcement Coordination
9	Maher Iskandar	Bulk System Studies
10	Thafer Al-Aalem*	National Water Balance
11	Issa Al-Nsoor	Surface Water Studies
12	Munammad Abu Ajamieyh	Ground Water Studies
13	Munammad Abu Al-Monani	National and Basin studies
14	Fawzi Abu Al-Na'aj	Human Resources Services
15	Sinan Khulaifat	H R Planning and Administration

* Was not interviewed as he had to cancel every time we scheduled an interview with him

Serial No	Name	Positions to be Analyzed
16	Ali Al-Da'ajah	Legal Services
17	Mustafa Tarkhan	Finance
18	Taha Al-Naji	Employees Affairs
19	Akram Al-Junaidi	Administration
20	Uthman Al-Kurdi	International Intersectoral Affairs
21	Mahmood Al-Hiyari	Analysis
22	Ibrahim Alqam	Water Sector Monitoring and Financial Evaluation Finance and Administration
23	Nawaf Al-Dawood	Projects
24	Raja Jadown	Water Quality Assurance
25	Edward Kankar	Data Bank

Appendix B

Questionnaire of the Study

4 Practical Experience

81

A Employment History (all former jobs during the last 10 years at most)

Serial No	Name of Organization and Department	Job Title	Dates in this Job	Civil Service Grade	Basic Monthly Salary	Fringe Benefits	Major Duties
			From - To		J D		



B Previous Training (during the last five years)

19

Serial No	Name of Training Institution	Course Title	Duration (in number of days)	Principal Topics Covered in the Course	End of Course Exam		Certificate	
					Yes	No	Yes	No



C Present Employment

(1) Department / Section

(2) Present Job Title / Position

(3) Were you appointed in this position ?

(a) Yes

(b) No

(4) Were you promoted to this position ?

(a) Yes

(b) No

(5) Were you transferred to this position ?

(a) Yes

(b) No

(6) Since when (date) you are in this position ?

(Day) (Month) (Year)

(7) The official office hours of your job are

(a) Daily from () till ()

(b) Total Weekly () hours

(8) Your present civil service grade is

Grade Year

(9) Your basic monthly salary is
J D

(10) Your fringe benefits are (الامتيازات الوظيفية المالية وغير المالية مثل بدل
مواصلات أو علاوة فنية أو تأمين صحي)

(11) Do you have an official description of your job ? If the answer is yes,
please attach a copy

(12) The purposes of your job are

(13) The most important product (s) of your job is (are) (i e , report ,
design , study , evaluation , etc)

(14) The performance standards of your job are (i.e., number of units which should be produced during a certain period)

(15) If your answer to (14) above is none, please state the performance standards that you think should apply to your job

(16) Your job duties and relative frequency

(a) In the table below write down the duties of your present job and the approximate number of hours per week you allocate to each duty

Serial No	Brief Description of Duties	Total Hours per Week	Percentage of Total	Remarks

(b) Are there any duties that you perform less frequently ? Monthly, Quarterly, Annually ?

(i) Yes

(ii) No

(c) If your answer to (b) above is yes, please state below the nature of each and its frequency

Serial No	Brief Description of Duty	Frequency			Remarks
		Monthly	Quarterly	Annually	

(17) List name(s) and job title(s) of persons who report to you directly and the percentage of time you spend supervising them

Serial No	Name of Subordinate	Job Title of Subordinate	Hours per Week You Spend Supervising

(18) If you supervise others, please check those activities that are part of your supervisory duties (please add any other specialized activities that are particularly related)

Serial No	Activity	Extent of Involvement or Percentage of Time Spent
	Hiring and Firing Training and Developing Scheduling Budgeting Promoting Disciplining Evaluating Performance Other Specialized Activities	

(19) On what bases you evaluate the performance of your subordinates ?

(a) Performance evaluation criteria as per formal annual performance evaluation procedure and from

(b) Your own subjective opinion

(c) Other bases
(Please specify)

(20) In the course of your work what is (are) the most important decision(s) you take all by yourself ? (Please be specific)

(21) In relation to your job, your major points of strength are

.
.

(22) In relation to your job, your major points of weakness are

5. Identify your most important working relationships with people within MWI WAJ, JVA other than your subordinate(s) or your immediate superior

Serial No	Name of Person	Position and Organization	Frequency and Nature of Contact

- 6 Is there any duplication between the duties of your job and those of other employees ?

A Yes

B No

7. If your answer to (6) above is yes, does the duplication exist

A Within the MWI

B Within the JVA

C Within the WAJ

8 With which particular unit (Directorate/section) does the duplication arise? (Please be specific)

9. Identify your most important working relationships with others (outside your organization)

Serial No	Name of Person	Position / Organization	Nature and Reasons for Relationship / Contact

10. What in your opinion are the minimum educational qualifications required from the occupant of your position ?

A Degree ?

B Specialization ?

11 What in your opinion are the kinds of experience required for the proper discharge of the duties of your position ?

Serial No	Type of Experience Required	Number of Years

12 What in your opinion are the kinds of skills required for the proper discharge of the duties of your position ? (Please limit your answer to a maximum of five kinds)

13. What in your opinion are the kinds of training courses needed for the duties of your position ?

14 Please write down any issue related to your job which you deem significant and was not covered in this questionnaire

Thank you !

Appendix C

Job Description Format



WATER PLANNING AUTHORITY JOB DESCRIPTION

The number Page
of Jobs

I Job Title .	II Job Number	Page
III Organizational Component - 1 Administration 2 Directorate 3 Division / Section		
IV Relationships :- 1 Reports to 2 Supervises - A B C D E 3 Works with - A B C		
V. Job Objective (s) :		

VI Job Duties .

VII Job Qualifications .

Date	Prepared by
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Appendix D

Compiled

Candidate's Personal Qualifications

and

Corresponding Job Specifications

Form

I Source of Information

II Position Title

III Name of Candidate Nominated for the Position :

IV Academic Qualifications of Person Interviewed :

1

2

3

4

V Training .

Course Title	Duration in Days	Location	Year

VI. General Remarks :

I Source of Information

II Position Title

III Name of Candidate Nominated for the Position .

IV Job Specifications for the Position :

1 Degree of Fit .

2. Recommendations :

Appendix E

A Summary Form for

the Degree of Fit

Between Persons and Positions

**A Summary form for the Degree of Fit
Between Persons and Positions**

No	Name of Person Interviewed Source of Information	Position Title Currently Occupied	Position Title Investigated	Remarks
1	Bassam Al-Tal	Assistant Secretary General	Policy and Strategy Directorate Human Resources Development Section	
2	Uthman Al-Kurdi	Head, Tenders Division	International / Intersectoral Affairs Section	
3	Mahmod Al-Hiyari	Advisor to the Secretary General	Analysis Section	
4	Hazem Al-Naser	Advisor	National Water Resources Directorate	
5	Rakad Al-Ta'ani	Head, Surface Water Studies Division	Standards and Guidelines Unit	
6	Ali Al-Qudah	Director, WAJ / Amman Governorate	Enforcement Coordination Unit	

No	Name of Person Interviewed Source of Information	Position Title Currently Occupied	Position Title Investigated	Remarks
7	Mahef Iskander	Directors, Dams	Bulk Systems Studies Section	
8	Thafer Al-Aalem	Assistant Secretary General	National Water Balance Section	
9	Issa Al-Nsoor	Head, Surface Water Studies Section	Surface Water Studies Unit	
10	Muhammad Abu-Ajamieh	Consultant, MWI / Water Policy	Ground Water Studies Unit	
11	Muhammad Al-Momani	Member of the Working Group WAJ / MWI / USAID	National and Basin Studies Unit	
12	Ibrahim Alkam	Head, Financial Analysis Section	Finance and Administration Directorate Water Sector Monitoring and Financial Evaluation Directorate	
13	Nawaf Al-Dawood	Assistant Secretary General	Project Directorate	

No	Name of Person Interviewed Source of Information	Position Title Currently Occupied	Position Title Investigated	Remarks
14	Zuhair Heyasat	Head, Computer Section	Data Network Operation Section	
15	Ahmad Abu Sinneh	System Manager / DAI	Data Network Operation Section	
16	Edward Qunqar	Director, MWI / Water Information Section	Data Bank Section	
17	Raji Iadown	Director, Laboratory	Water Quality / Assurance Section	
18	Lawzi Abu-Niaaj	Director Human Resources Development	Human Resources Services Directorate	
19	Siman Khulaifat	Assistant Secretary General (Administration & Finance)	Human Resources Planning and Administration	
20	Ali Al-Daajah	Clerk in the Legal Affairs Directorate	Legal Services Directorate	

No	Name of Person Interviewed Source of Information	Position Title Currently Occupied	Position Title Investigated	Remarks
21	Mustafa Tarkhan	Director, Finance	Finance Section	
22	Faha Al-Naji	Head, Personnel Section	Employees Affairs Section	
23	Akram Al-Juniadi	Consultant to the Secretary General	Administration Section	
24	Adnan Al-Zu'bi	Director, Public Service Division	Public Awareness Directorate	
25	Muhammad Al-Awamleh	Coordinator, Public Awareness Program / DAI	Public Awareness Directorate	

F.1 : Work Plan

**JORDAN WATER QUALITY IMPROVEMENT
AND CONSERVATION PROJECT**

USAID CONTRACT # 278-0288-C-00-4026-00

DAI PROJECT NUMBER 3114

**Water Planning Authority
Human Resources
Work Plan**

The following pages contain the contents of the Work Plan which detail how the five tasks are to be performed along with a time frame for the completion of the tasks and submission of the required outputs / deliverables

Output	Step	Description and Methodology	Man - Effort
1	1	Preparation and submission of the Work Plan	SC 16
	2	Discussion and amendment of the Work Plan	SC 4
	3	Producing the final version of the Work Plan and obtaining approval	SC 2 TE 5
	4	Reviewing and signing of contract	0

Output	Step	Description and Methodology	Man - Effort
2	1	Conduct and produce desk audits / positions analysis of approximately 27-29 positions <ul style="list-style-type: none"> - Prepare, type, edit, produce and photocopy forms - Arrange and perform audit interviews - Organize, review and produce draft audit forms - Conduct analysis of collected information tabulate, etc to determine areas of strengths and weaknesses 	SC 70 R 55 TE 14
	2	Obtain and review available information (DAI, CIDA, JIPA, Consultant Files, etc) of positions under investigation	SC 12 R 3 TE 0
	3	Arrange for and conduct interviews of selected personnel holding positions at MWI (JVA, WAJ) similar to those under study at WPA in order to fine-tune information gathered for the desk audits / positions analysis	SC 16 R 4 TE 0
	4	Conduct necessary comparisons and analyses to produce desk audits / positions analysis	SC 21 R 21 TE 14
	5	Draft report on desk audits / positions analysis	SC 35 R 14 TE 20
	6	Submit report to DAI and obtain written feedback	SC 2 R 0 TE 0
	7	Discuss DAI's comments, suggestions and requirement.	SC 4 R 0 TE 0
	8	Incorporate amendments and produce final report appended thereto the actual desk audits / positions analysis	SC 12 R 0 TE 15

Output	Step	Description and Methodology	Man - Effort	
3	1	Design job description format and discuss same with DAI	SC	4
			R	0
			TE	2
	2	Produce final job description format	SC	2
			R	0
			TE	1
	3	Review available job description data (CIDA, JIPA, etc), conduct necessary interviews and produce draft job descriptions	SC	56
			R	54
			TE	18
	4	Submit job descriptions (draft) to DAI	SC	1
			R	0
			TE	0
	5	Obtain DAI's written comments, suggestions and approval	SC	4
			R	2
			TE	2
	6	Produce final version of job descriptions and relevant report	SC	8
			R	0
			TE	5

Output	Step	Description and Methodology	Man - Effort	
4	1	Determine which positions are currently filled (in the MWI) and which newly created positions in the WPA that are still vacant	SC	1
			R	0
			TE	0
	2	Prepare a list of filled positions with names of officeholders of these positions this is List A	SC	1
			R	0
			TE	0
	3	Prepare a list of positions that are not filled this is List B	SC	1
			R	1
			TE	2
4	Obtain and analyze personnel data on employees in List A	SC	12	
		R	6	
		TE	0	
5	Compare data obtained in (4-4) with desk audits/positions analysis and job descriptions to determine which positions are (a) Currently filled adequately and (b) to provide preliminary thoughts on which of the remaining positions should be contracted	SC	12	
		R	0	
		TE	0	
6	Consult with DAI on phrasing disclaimer regarding proposed action in step (4-5) above and discuss status of this subjective output	SC	6	
		R	0	
		TE	0	
7	Combine results of step (4-5) and (4-6) above, prepare a report with the amended disclaimer and submit to DAI	SC	4	
		R	4	
		TE	3	
8	Obtain DAI's comments and suggestions	SC	2	
		R	0	
		TE	0	
9	Produce a final version of the report	SC	1	
		R	0	
		TE	6	

Output	Step	Description and Methodology	Man - Effort	
5	1	Prepare a draft report which includes (a) A brief (2 pages) executive summary of the findings, (b) A brief (2-3) pages) description of the methodology and techniques used in the collection and analysis of data, and (c) Appendices	SC	30
			R	50
			TE	60
	2	Submit draft for DAI's comments	SC	4
		R	0	
		TE	0	
	3	Obtain DAI's comments read same modify discuss and get approval	SC	6
			R	0
			TE	0
	4	Produce final version of the report	SC	2
			R	6
			TE	18

JORDAN WATER QUALITY IMPROVEMENT
AND CONSERVATION PROJECT

USAID CONTRACT # 278-0288-C-00-4026-00
DAI PROJECT NUMBER 3114

Time Frame for Submission
of Deliverables

Deliverable	Approximate Date
F 1	October 12, 1996
F 2	November 9 1996
F 3	November 26 1996
F 4	December 7, 1996
F 5	December 29, 1996

**F.2 : Desk Audits / Position Analysis,
Which Has Been Submitted
Separately**



WATER PLANNING AUTHORITY

JOB DESCRIPTION



The Hashemite Kingdom
of Jordan

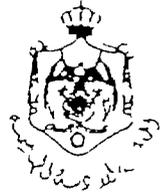
I Job Title Director of Water Sector Monitoring and Financial Evaluation Directorate	II Job Number	Page 1 / 3
III Organizational Component - Directorate Water Sector Monitoring and Financial Evaluation		
IV Relationships :- 1 Reports to Secretary General 2 Supervises - Organizational Units as they may be eventually decided upon by the relevant organizational authority and which carry out the following functions - A Review and Analysis of Business Plans, Budgets and major Project Financing, B Tariff Proposal and Subsidy Requirements, C Monitoring Compliance with Policies, Laws and Regulations, D Private Sector Contract (BOT) Monitoring 3 Works with - A Director of National Water Resources Directorate B Director of Projects Directorate C Director of Data Services Directorate D Director of Policy and Strategy Directorate		

V. Job Goals :- 1 The formulation and implementation of a comprehensive business plan for the entire water sector which includes major projects financing, tariff proposals, subsidy requirements and the required budgets, 2 The assurance of compliance of the Authority and the private sector contractors with the established policies and regulations
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F.3 : Job Descriptions



WATER PLANNING AUTHORITY JOB DESCRIPTION



The Hashemite Kingdom
of Jordan

I Job Title · Director of Policy and Strategy Directorate	II Job Number	Page . 1 / 3
III Organizational Component - Directorate Policy and Strategy		
IV Relationships .- 1 Reports to Secretary General 2 Supervises - A Head of International / Intersectoral Affairs Section B Head of Analysis Section 3 Works with - A Director of National Water Resources Directorate B Director of Water Sector Monitoring and Financial Evaluation Directorate C Director of Projects Directorate D Director of Data Services Directorate		

V Job Goals .- 1 The formulation of draft water strategies, policies and plans for effective water resources development and utilization, 2 The preparation of draft position papers on water policy issues, 3 The continuous enhancement of the Advisory Water Council deliberations, policy decisions and general outputs
--

VI Job Duties -

- 1 Manage the International / Intersectoral Affairs and Analysis Sections and oversee the performance of their activities,
- 2 Act as a water policy expert in a nonvoting, ex officio capacity to the Advisory Water Council,
- 3 Provide all secretariat services to the Advisory Water Council,
- 4 Propose and/or update the policy framework for the Ministry of Water and Irrigation,
- 5 Develop strategies for implementing the Ministry of Water and Irrigation policy framework,
- 6 Propose individual policy recommendations and scenarios for the successful implementation of approved strategies
- 7 Draft position papers on water issues and submit same to the Advisory Water Council,
- 8 Apprise concerned authorities of obtained results of water tariffs sensitivity analysis and recommend policy decisions thereupon,
- 9 Utilize the national water resources masterplan and perform analysis of the obtained regional water data and apprise superiors thereof,
- 10 Collate data on long-term adverse environmental effects on water as a consequence of present societal norms and habits,
- 11 Draft in conjunction with the Legal Services Directorate proposed changes to the legislations to cope with the policy recommendations,
- 12 Work with other ministries to ensure that water sector policies do not conflict with policies of other institutions such as the Ministries of Planning, Agriculture, Energy and Natural Resources, Health and Industry and Trade

VII. Job Qualifications -

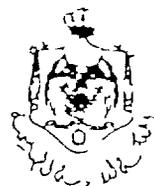
- 1 Academic training in the fields of engineering and economics or business at the Masters level,

- 2 Fifteen years of experience or more in water planning and policy arenas at the senior managerial levels with a focus on strategy formulation and implementation, policy analysis and environmental impact along with extensive knowledge of water resources in Jordan,
- 3 Advanced training in strategic planning economic analysis, project appraisal and financing, report writing and environmental issues,
- 4 Proven abilities in English language, communications, interpersonal and conflict resolution skills, and computer skills for the effective management of information

Date	Prepared by
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WATER PLANNING AUTHORITY JOB DESCRIPTION



The Hashemite Kingdom
of Jordan

I Job Title . Head of International/ Intersectoral Affairs Section	II Job Number .	Page 1 / 3
III Organizational Component - 1 Directorate Policy and Strategy 2 Section International / Intersectoral Affairs		
IV Relationships :- 1 Reports to Director of Policy and Strategy Directorate 2 Supervises Organizational Units as they may be eventually decided upon by the relevant organizational authority and which carry out the following functions - A Liaison with Donors, B Liaison with International Water Groups, C Regional Agreements Support, D Project Financing E Secretariat of Advisory Water Council, F Liaison with other Ministries, G International and Local Research Activities 3 Works with - Head of Analysis Section		

V. Job Goals :-

- 1 The establishment and maintenance of effective contact and liaison with international water groups, international donors, and funding sources for projects' financing,

- 2 The effective participation in the preparation of joint research activities with other ministries,
- 3 The provision of timely and high quality secretariat services to the Advisory Water Council

VI Job Duties -

- 1 Establish organizational contact with international donors and funding sources,
- 2 Liaize with international water groups,
- 3 Assist in the setting-up of necessary arrangements for engagement of international financial institutions in new projects' funding,
- 4 Compile, store data and apprise superiors as needed on regional / international water resources,
- 5 Provide technical support for regional and international water agreements,
- 6 Liaize with relevant ministries, other concerned departments, and institutions on water policy matters,
- 7 Prepare draft progress reports for donors on projects' implementation,
- 8 Assist in the drafting of terms of reference for water studies,
- 9 Coordinate water research activities with local and regional organizations,
- 10 Assist in the conduct and review of water projects' feasibility studies,
- 11 Tend to the secretariat duties of the Advisory Water Council prepare agenda, set-up meetings, produce minutes, record decisions, follow-up, etc ,
- 12 Manage the various units of the Section and supervise the assigned personnel thereto

VII Job Qualifications -

- 1 Academic training in engineering and business finance preferably at post bachelor level,
- 2 Ten years of experience or more in international and regional water sector activities,
- 3 Advanced training in international negotiations, feasibility studies, how to close an agreement, report writing, management of meetings, legal aspects of regional and international agreements and general management,
- 4 Proven abilities in English language, computer literacy, negotiations and arbitration skills

Date

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WATER PLANNING AUTHORITY JOB DESCRIPTION



The Hashemite Kingdom
of Jordan

I Job Title : Head of Analysis Section	II Job Number	Page 1 / 2
III Organizational Component - 1 Directorate Policy and Strategy 2 Section Analysis		
IV Relationships .- 1 Reports to Director of Policy and Strategy Directorate 2 Supervises Organizational Units as they may be eventually decided upon by the relevant organizational authority and which carry out the following functions - A Water Policy and Strategy Development and Evaluation B Technical Policy Analysis, C Analytical Criteria and Methods Development, D Scenario Analysis, E Research Coordination, F Environmental Impact Assessment Framework 3 Works with - Head of International / Intersectoral Affairs Section		

V. Job Goals :- 1 The analysis and evaluation of water scenarios and strategies, 2 The coordination of design and conduct of water research and studies, 3 The establishment of a framework for the assessment of environmental impact
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VI Job Duties -

- 1 Analyze water data and evaluate results for the preparation of scenarios and strategy formulation,
- 2 Develop criteria for alternative strategy evaluation and adoption,
- 3 Draft terms of reference for proposed water studies on projects and international agreements in relation to their economic, social and environmental impact,
- 4 Participate in the design and implementation of selected water studies
- 5 Monitor, provide analysis and evaluation of water studies that are contracted to outside organizations,
- 6 Establish criteria, standards and priorities, coordinate and review for water research activities,
- 7 Propose guidelines for long-term aquifer management,
- 8 Archive research results in a tabulated and analyzed forms for easy retrieval,
- 9 Design and periodically review applied systems for the assessment of environmental impact,
- 10 Manage, train, develop and evaluate staff assigned to Analysis Section

VII Job Qualifications -

- 1 Academic training in statistics or engineering with water related topics preferably covered,
- 2 Ten years of experience or more in water research and analysis activities
- 3 Advanced training in quantitative methodologies, environmental water issues, economics and general management,
- 4 Proven abilities in English language, computer literacy, communications and presentation skills

Date

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WATER PLANNING AUTHORITY JOB DESCRIPTION



The Hashemite Kingdom
of Jordan

I Job Title Director of National Water Resources Directorate	II Job Number	Page 1 / 3
III Organizational Component - Directorate National Water Resources		
IV Relationships :- 1 Reports to Secretary General 2 Supervises - A Head of Regulatory Section B Head of Bulk System Studies Section C Head of National Water Balance Section 3 Works with - A Director of Policy and Strategy Directorate B Director of Water Sector Monitoring and Financial Evaluation Directorate C Director of Projects Directorate D Director of Data Services Directorate		

V Job Goals .- 1 The efficient and effective handling of overall issues that are directly related to water resources in Jordan, 2 The conduct of bulk system studies covering the Kingdom for future efficient use thereof, 3 The assurance of maintaining as much as possible a water balance between sources and uses and on a national level

VI Job Duties -

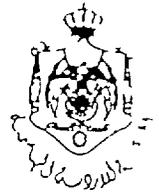
- 1 Act as a reference point on water resources availability and use data
- 2 Determine long-term, optimal, national, actual present and alternative water applications,
- 3 Allocate available water quantities in conformity with policy and directives,
- 4 Design water quality network and select and operate water quality sampling stations,
- 5 Supervise water resources demand and supply studies as well as standards in terms of both quality and quantity and apprise superiors thereof,
- 6 Assist in the collection of data for the preparation of water resources masterplan and position papers,
- 7 Prepare long-term, computerized national water resources development masterplan and update same regularly,
- 8 Monitor the conduct of bulk system studies,
- 9 Approve bulk allocation delivery according to pre-set standards,
- 10 Negotiate with consultants and research study teams rendering services to the Directorate,
- 11 Instruct relevant water operations offices as to the proper policy for issuing water wells and drilling licenses and permits,
- 12 Synthesize various (ground, effluent, bulk, etc) water information gathered and/or made available and avail same to decision-makers and to Policy and Strategy,
- 13 Tend to the affairs of the Directorate itself and supervise the three Sections comprising it

VII. Job Qualifications :-

- 1 Advanced graduate level academic training (M Sc or Ph D) in water sciences or engineering with water related field as the area of specialization,



WATER PLANNING AUTHORITY JOB DESCRIPTION



The Hashemite Kingdom
of Jordan

I Job Title . Head of Regulatory Section	II Job Number	Page 1 / 3
III Organizational Component - 1 Directorate National Water Resources 2 Section Regulatory		
IV Relationships :- 1 Reports to Director of National Water Resources Directorate 2 Supervises - A Head of Standards and Guidelines Unit B Head of Enforcement Coordination Unit 3 Works with - A Head of Bulk System Studies Section B Head of National Water Balance Section		
V Job Goals - 1 The planning and control of water standards and usage in terms of quality and quantity, 2 The protection of water resources, especially wells, from environmental hazards		

VI Job Duties .-

- 1 Determine water quality and quantity standards in conformity with local regulations and international norms,
- 2 Evaluate the prepared guidelines for water usage within the constraints of environmental considerations,
- 3 Oversee inspection procedures for water usage in relation to its conformity with standards and guidelines,
- 4 Set standards and guidelines for yield of aquifers, water quality objectives for streams and water quality standards for effluent,
- 5 Liaise with other ministries and concerned authorities for the proper enforcement of rules and regulations for various water uses,
- 6 Furnish the standards and guidelines that should be incorporated in the terms of reference of planned water studies in relation to renewable supply for each water source,
- 7 Maintain comprehensive term records of all ground and surface water varied uses
- 8 Compile records of issued water use licenses and permits and retrieve as needed,
- 9 Regulate approval of new applications for water licenses or permits on the basis of outstanding ones and in conformity with policy decisions,
- 10 Review water quality indicators to set in motion control action against any pollutant or abuse,
- 11 Review water use statistics and apprise superiors of exceptional figures or trends,
- 12 Observe and demand periodic revisions of established forms and procedures for water use applications and enforcement,
- 13 Coordinate Section activities with others Sections in the Directorate and relevant units,
- 14 Provide proper supervision of the units within the Section,
- 15 Manage the functions of the Section and its staff

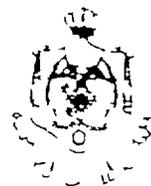
VII Job Qualifications -

- 1 Academic training in or water sciences engineering with concentration in the area of standardization or statistical measurement,
- 2 Ten years of experience or more in a supervisory capacity in water engineering related post,
- 3 Knowledge of national and international water quality standards and inspection regulations,
- 4 English language proficiency, computer literacy, statistical analysis skills and sampling techniques

Date	Prepared by
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WATER PLANNING AUTHORITY JOB DESCRIPTION



The Hashemite Kingdom
of Jordan

I Job Title : Head of Standards and Guidelines Unit	II Job Number	Page 1 / 3
III Organizational Component - 1 Directorate National Water Resources 2 Section Regulatory 3 Unit Standards and Guidelines		
IV Relationships :- 1 Reports to Head of Regulatory Section 2 Supervises - Organizational Units as they may be eventually decided upon by the relevant organizational authority and which carry out the following functions - A Wells, B Environment, C Quality 3 Works with - Head of Enforcement Coordination Unit		

V. Job Goals :- 1 The establishment of qualitative and quantitative standards and guidelines for various types of water and variable uses, 2 The observance and mitigation of environmental impacts on various water sources

VI Job Duties .-

- 1 Set-up water quality standards and specifications that are approved by local relevant authorities and which are comparable to water quality standards internationally,
- 2 Prepare guidelines for water allocation and use within the approved parameters for environmental protection,
- 3 Specify and recommend effluent standards in relation to specific discharge permits,
- 4 Devise standards and guidelines for inclusion in the terms of reference of intended water studies,
- 5 Make available to enforcement coordination and to other concerned parties all standards and guidelines that are currently applicable,
- 6 Design forms for water use application,
- 7 Establish and put in use procedures for the processing of water use applications
- 8 Gather and store information on water use applications and retrieve as needed
- 9 Keep detailed individual and corporate statistics on outstanding water licenses and permits along with actual records of quantities utilized,
- 10 Coordinate unit activities within the National Water Resources Directorate and with other relevant units,
- 11 Manage Unit affairs and supervise employees activities

VII Job Qualifications :-

- 1 Academic training in statistics and / or engineering,
- 2 Six years of experience or more in a supervisory capacity in a water monitoring office,

- 3 Knowledge of quantitative methods, sampling techniques and environmental considerations,
- 4 Facility with the English language, familiarity with computer operations and analytic systems, report writing and communications skills

Date	Prepared by
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WATER PLANNING AUTHORITY JOB DESCRIPTION



The Hashemite Kingdom
of Jordan

I Job Title . Head of Enforcement Coordination Unit	II Job Number .	Page . 1 / 3
III. Organizational Component - 1 Directorate National Water Resources 2 Section Regulatory 3 Unit Enforcement Coordination		
IV Relationships .- 1 Reports to Head of Regulatory Section 2 Supervises - Organizational Units as they may be eventually decided upon by the relevant organizational authority and which carry out the following functions - A Inspection, B Legal Advisory Functions 3 Works with - Head of Standards and Guidelines Unit		
V Job Goals - 1 The assurance that the standards and guidelines that have been enacted insofar as water quality and quantity are concerned, are indeed being observed and that corrective measures are applied whenever deviations occur, 2 The assurance that the protection of the environment is accorded priority and damages thereto are being swiftly redressed		

VI Job Duties -

- 1 Liaize program of activities with standards and guidelines as well as with other relevant organizational units inside the Ministry or outside, i e with other departments
- 2 Develop audit and inspection procedures for water quality and actual water usage and apply same to make sure that standards and guidelines are regularly adhered to,
- 3 Inspect licenses and permits outstanding to make sure that they are properly issued and are used for their intended purpose,
- 4 Publicize the functions of the Unit on both concerned agencies and the public,
- 5 Provide feedback on results of work performed to standards and guidelines and regulatory,
- 6 Signal aspects and areas of repeat violations for extra care in enforcement,
- 7 Act in an advisory capacity from legal enforcement perspective as deemed necessary,
- 8 Maintain cumulative records of deviations qualitatively and quantitatively and furnish to superiors when demanded,
- 9 Operate in a proactive style and train staff to handle emergencies and to act with precision,
- 10 Manage the functions of the Unit and supervise the staff

VII Job Qualifications :-

- 1 Academic training in the fields of engineering or law,
- 2 Six years of experience or more in a supervisory capacity in water quality assurance office or a role of similar nature with enforcement of the law being an integral part of the duties of the officeholder,

- 3 Training in audit, inspection, follow-up and reporting, and expertise in applying rules and procedures,
- 4 English language proficiency, computer literacy and legal and persuasive skills

Date	Prepared by
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WATER PLANNING AUTHORITY JOB DESCRIPTION



The Hashemite Kingdom
of Jordan

I Job Title . Head of Bulk Systems Studies Section	II Job Number .	Page 1 / 3
III Organizational Component - 1 Directorate National Water Resources 2 Section Bulk Systems Studies		
IV Relationships - 1 Reports to Director of National Water Resources Directorate 2 Supervises - Organizational Units as they may be eventually decided upon by the relevant organizational authority and which carry out the following functions - A Development and Operation of System Models, B Assemble System Data, C Verification of Bulk Allocation Delivery According to Usage, D Tariff Analysis, E Existing and Future Water Demands, F Coordination of Bulk Supply and Operations 3 Works with - A Head of Regulatory Section B Head of National Water Balance Section		

V. Job Goals :- 1 The smooth functioning of bulk systems management and proper water harvesting, 2 The collection of data on present water demand and projection of future demand levels in comparison with annual impounding, 3 The analysis and periodic review of water tariff systems

VI Job Duties -

- 1 Prioritize bulk system projects and water harvesting operations,
- 2 Prepare safety evaluation for existing dams (SEED) report
- 3 Compile, update and forecast data on available water quantities and various types of demand thereupon,
- 4 Utilize computer models for operations of sources and interconnections,
- 5 Calculate, record and analyze annual impounding on a bulk and region bases,
- 6 Maintain up-to-date comprehensive records on bulk water sources,
- 7 Devise plans for bulk water dispatch according to regulations and demand,
- 8 Conduct studies on future dams location and water harvesting,
- 9 Support Authority participation with the Ministry of Planning and other departments in negotiations for bulk systems infrastructure and interconnections projects,
- 10 Contribute to the formulation of engineering services agreements construction and execution of infrastructural projects for bulk water,
- 11 Evaluate technical studies on bulk infrastructural projects,
- 12 Determine water unit cost and compare with tariff on sector and governorate bases,
- 13 Coordinate activities with Regulatory in terms of standards and with National Water Balance in terms of effluent and usage,
- 14 Manage the affairs of the Section and the personnel therein

VII. Job Qualifications :-

- 1 Academic training in engineering, hydrology or geology,
- 2 Ten years of experience or more in a managerial capacity in the area of bulk systems management,

- 3 Advanced expertise in bulk systems along with firm knowledge of economic analysis tools,
- 4 Proficiency in English, computer proficiency, skills in scientific methodology and statistics

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WATER PLANNING AUTHORITY JOB DESCRIPTION



The Hashemite Kingdom
of Jordan

I Job Title Head of National Water Balance Section	II Job Number :	Page 1 / 2
III Organizational Component - 1 Directorate National Water Resources 2 Section National Water Balance		
IV Relationships .- 1 Reports to Director of National Water Resources Directorate 2 Supervises - A Head of Surface Water Studies Unit B Head of Ground Water Studies Unit C Head of National and Basin Studies Unit 3 Works with - A Head of Regulatory Section B Head of Bulk System Studies Section C Director of Data Services Directorate D Analysis		

V Job Goals .- 1 The design of regular monitoring and reporting system on surface, ground and national basin water studies, 2 The assurance that studies reporting on national water balance are carried out regularly and the results drawn are reliable
--

VI Job Duties -

- 1 Coordinate various surface, ground and national and basin water studies
- 2 Approve terms of reference for and supervise water studies ground surface and national and basin,
- 3 Assess the adequacy of water monitoring network and coordinate corrective measures as needed,
- 4 Assess the availability of surface waters on a national level and the uses thereof,
- 5 Compare total surface and ground water capabilities with various water demands on countrywide basis and calculate deficit (or surplus),
- 6 Supervise studies conducted to find out effects of long-term changes (habits, climate, etc) on water balance of demand and supply,
- 7 Exchange vitally relevant information with Regulatory Section,
- 8 Document results and findings of various studies and furnish same to concerned parties, especially Strategy and Policy,
- 9 Oversee the organizational units that report to this Section,
- 10 Manage the administrative affairs and personnel of the Section

VII Job Qualifications :-

- 1 Academic training in water sciences or relevant engineering field,
- 2 Ten years of experience or more in a supervisory or managerial capacity in water studies office,
- 3 Advanced knowledge of operations management, scientific methodology and actual undertaking of field studies,
- 4 Proficiency in English and proven capability with computer operating systems and statistical skills

Date

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WATER PLANNING AUTHORITY

JOB DESCRIPTION



The Hashemite Kingdom
of Jordan

I Job Title Head of Surface Water Studies Unit	II Job Number	Page . 1 / 3
III Organizational Component - 1 Directorate National Water Resources 2 Section National Water Balance 3 Unit Surface Water Studies		
IV Relationships - 1 Reports to Head of National Water Balance Section 2 Supervises - Organizational Units as they may be eventually decided upon by the relevant organizational authority and which carry out the following functions - A Surface Water Availability Analysis, B Projects Hydrology, C Network Evaluation 3 Works with - A Head of Ground Water Studies Unit B Head of National and Basin Studies Unit		

v. Job Goals :- 1 The compilation of water surface field data including spring water and processing same, 2 The design of hydrometry and hydrometeorological stations networks covering the entire Kingdom, collating and classifying data so gathered and calculation of the water budget from rainfall to the upper aquifers

VI Job Duties :-

- 1 Design and site selection for hydrometric and hydrometeorological stations networks covering the entire country,
- 2 Classify and calculate networks data to estimate water budget from rainfall to the upper aquifers,
- 3 Process and examine characteristics and changes of the quality and quantity of the surface water,
- 4 Study the hydrology of the different valleys (Wadis) in Jordan,
- 5 Evaluate rainfall quantities in various locations and evaporation rates and prepare comparative tables for the different sites,
- 6 Audit calculated estimates for Wadis perenial run-off and flood quantities,
- 7 Participate in the design and construction of networks stations,
- 8 Share in the updating of the national water plan of the Kingdom,
- 9 Synthesize various data gathered from different sources on surface water and report results on regular basis monthly, quarterly, semiannually and annually,
- 10 Participate in the authorship of the "Jordan Hydrological Yearbook",
- 11 Furnish technical data produced by the Unit to all concerned in the Directorate and the Authority,
- 12 Manage the affairs of the Unit and the personnel therein

VII Job Qualifications :-

- 1 Academic training in water sciences or engineering with concentration on hydrology or hydrogeology,
- 2 Six years of experience or more in operating hydrological networks, sample design and hydrological analysis of surface and spring water,
- 3 Knowledge of sampling techniques and hydrological analysis and training in report writing,

4 English language proficiency, hydrological software skills and communications and presentation skills

Date

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WATER PLANNING AUTHORITY JOB DESCRIPTION



The Hashemite Kingdom
of Jordan

I Job Title . Head of Ground Water Studies Unit	II Job Number .	Page . 1 / 2
III Organizational Component - 1 Directorate National Water Resources 2 Section National Water Balance 3 Unit Ground Water Studies		
IV Relationships :- 1 Reports to Head of National Water Balance Section 2 Supervises - Organizational Units as they may be eventually decided upon by the relevant organizational authority and which carry out the following functions - A Research and Management Plans, B Technical Advice, C Follow-up of Projects Standards 3 Works with - A Head of surface Water Studies Unit B Head of National and Basin Studies Unit		

V Job Goals :- 1 The compilation of ground water data and processing same qualitatively and quantitatively, 2 The determination of the quality and quantity of ground water and the optimum utilization thereof without causing environmental damage to ground water

VI Job Duties -

- 1 Conduct studies of groundwater levels, quantities, quality, safe yield and utilization,
- 2 Test various groundwater specifications to determine suitability for various uses,
- 3 Prepare terms of reference for contracted groundwater studies and participate in the supervision of such studies,
- 4 Explore and locate probable production wells,
- 5 Supervise drilling activities and schedule, pump test water and assess actual quality and anticipated production capacity,
- 6 Document the findings and results of various studies and make available to superiors upon request,
- 7 Provide technical counsel to Ministry's ranking officials on ground water issues,
- 8 Manage the duties of the Unit and the affairs of the personnel therein

VII Job Qualifications .-

- 1 Academic training in sciences or engineering with concentration on hydrology or hydrogeology,
- 2 Six years of experience or more in field duty related to groundwater studies, hydrogeology and statistical analysis,
- 3 Knowledge of scientific methodology, statistical estimation methods and groundwater environmental issues,
- 4 English language proficiency, hydrology software, report writing, and communications and presentation skills

Date

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WATER PLANNING AUTHORITY

JOB DESCRIPTION



The Hashemite Kingdom
of Jordan

I Job Title	Head of National and Basin Studies Unit	II Job Number	Page . 1 / 2
III Organizational Component -			
1 Directorate	National Water Resources		
2 Section	National Water Balance		
3 Unit	National and Basin Studies		
IV Relationships :-			
1 Reports to	Head of National Water Balance Section		
2 Supervises	- Organizational Units as they may be eventually decided upon by the relevant organizational authority and which carry out the following functions -		
	A Water Supply and Demand Studies,		
	B National Balance Monitoring and Reporting		
3 Works with	-		
	A Head of Surface Water Studies Unit		
	B Head of Ground Water Studies Unit		

V. Job Goals :-
1 The determination of actual levels of water demand and supply on macro level as well as actual and prospective deficits in each water type,
2 The observation of national and basin water movements and quality changes therein

VI Job Duties -

- 1 Design and carry out macro level studies on aggregate water supply and demand,
- 2 Estimate the total supply of each type of water and the quality thereof,
- 3 Estimate the actual and expected annual demand on each type of water,
- 4 Calculate water deficits by type of water and propose means to cover that deficit,
- 5 Observe and report on national and shared basin water movements and signal quality changes,
- 6 Synthesize findings of studies conducted in relation to kinds of basin pollutants and report to superiors,
- 7 Prepare terms of reference of major contracted national and basin water studies and tend to the implementation of these studies,
- 8 Utilize studies findings in mapping and updating national and basin water activity,
- 9 Render counsel and submit reports when requested by ranking Ministry officials on national and basin water status,
- 10 Manage the functions of the Unit and the affairs of the staff therein

VII Job Qualifications .-

- 1 Academic training in water sciences or engineering with concentration on hydrology or hydrogeology,
- 2 Six years of experience or more in field duty or research center on national water issues,
- 3 Knowledge of scientific methodology, statistical estimation methods and national water environmental issues,
- 4 English language proficiency, computer literacy, report writing and communications and presentation skills

Date

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VI Job Duties -

- 1 Prepare, consolidate, review and submit for approval of comprehensive annual business plans for the Authority,
- 2 Monitor Authority's various directorates activities in accordance with the law and regulations,
- 3 Monitor implementation of private sector contracts and progress achieved,
- 4 Employ sensitivity analysis and other advanced financial analysis techniques to project financing and monitor performance,
- 5 Calculate tariff rates, determine basis for subsidy computations, propose schedules for each type of water and for each water use, and monitor adherence to policy decisions,
- 6 Monitor contracts for provision of water to ensure that all activities are carried out in accordance with the contracts,
- 7 Design, prepare and issue all sorts of monitoring reports such as Authority annual performance, analysis of actual water and sewerage cost analysis of services rendered by the Authority, Analysis of billing results analysis of water unaccounted for, analysis of per capita water consumption, etc and submit same to Secretary General and other ranking Ministry officials,
- 8 Manage the duties of the Directorate and follow-up on the personnel affairs

VII Job Qualifications .-

- 1 Academic training in engineering and business on the graduate level,
- 2 Fifteen years of experience or more in senior administrative posts in water utility which deals with business plan formulation, project financing, tariffs calculation, budgeting and overall evaluation

- 3 Knowledge of the water sector in Jordan, rules and regulations of government / private sector interface and an ability to consolidate all of this expertise in actual managerial setting,
- 4 Proficiency in English language, computer literacy, macro level thinking and strategic management techniques along with negotiations skills

Date	Prepared by
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WATER PLANNING AUTHORITY JOB DESCRIPTION



The Hashemite Kingdom
of Jordan

I Job Title : Director of Projects Directorate	II Job Number	Page 1 / 3
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III Organizational Component -

Directorate

Projects

IV Relationships :-

- 1 Reports to Secretary General
- 2 Supervises - Organizational Units as they may be eventually decided upon by the relevant organizational authority and which carry out the following functions -
 - A In-House Feasibility Studies,
 - B Contracted Feasibility Studies,
 - C Soil and Material Lab,
 - D Hydraulic Laboratory,
 - E Project Catalogue Management,
 - F Contracts B O T
- 3 Works with -
 - A Director of National Water Resources Directorate
 - B Director of Water Sector Monitoring and Financial Evaluation Directorate
 - C Director of Data Services Directorate
 - D Director of Policy and Strategy Directorate

V Job Goals :-

- 1 The conduct and / or supervision of feasibility studies,
- 2 The proper management and operation of the hydraulic, soil and material laboratories,
- 3 The management and cataloging of water projects

VI Job Duties -

- 1 Coordinate, supervise and implement pilot and feasibility studies of proposed water supply and transmission projects,
- 2 Maintain and track the status of water projects which include cost estimates, sources of funding and anticipated impacts and results,
- 3 Prepare terms and participate in the negotiations with private sector firms for feasibility studies contracts,
- 4 Conduct detailed feasibility studies for water projects including hydrological assessment, on-site mapping, materials analysis, cost and financial analysis and report preparation,
- 5 Review technical aspects with contractors, monitor progress reports negotiate and recommend or authorize payments,
- 6 Process and follow-up contractor's claims according to established procedures,
- 7 Operate hydraulic soil and material laboratories and render technical services to requesting parties in the Authority,
- 8 Record status of all outstanding contracts,
- 9 Archive all feasibility studies of projects which have been performed,
- 10 Assist in marketing and securing of finances for feasible projects,
- 11 Evaluate the performance of the Directorate to determine the degree of utilization of available manpower and material resources, i e , the two laboratories,
- 12 Furnish the Secretary General and ranking water sector officials with reports on project ideas that have a considerable likelihood of success,
- 13 Render technical services and advice to the tenders committee,
- 14 Participate in the final delivery of the project and participate in the authorization of final settlement,
- 15 Manage the duties of the Directorate and tend to the personnel affairs

VII. Job Qualifications -

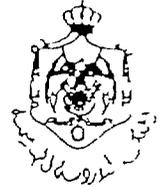
- 1 Academic training in engineering coupled with post graduate training in business finance or econometrics,

- 2 Fifteen years of experience in feasibility studies, project appraisal and applied scientific research in the water sector,
- 3 Proven abilities in the conduct of feasibility studies, financing and effective cost calculations,
- 4 Command of English language, computer literacy and analytical skills

Date	Prepared by
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WATER PLANNING AUTHORITY JOB DESCRIPTION



The Hashemite King -
of Jordan

I Job Title . Director of Data Services Directorate	II Job Number .	Page : 1 / 3
III Organizational Component - Directorate Data Services		
IV Relationships .- 1 Reports to Secretary General 2 Supervises - A Head of Data Network Operations Section B Head of Data Bank Section C Head of Water Quality Assurance Section D Head of International Data Section 3 Works with - A Director of Projects Directorate B Director of Policy and Strategy Directorate C Director of Water Sector Monitoring and Financial Evaluation Directorate D Director of National Water Resources Directorate		

V. Job Goals .- 1 The management of all types of water data collection, classification, tabulation, storing, retrieving, presentation and distribution locally and worldwide in accordance with pre-set rules, procedures, agreements and objectives, 2 The management of central water quality laboratory, meteorological and hydrological stations, observation wells and data banks as well as the training and development of a cadre of water data measurement and management specialists, 3 The performance of the duties of the main water repository and source of information in Jordan

VI Job Duties -

- 1 Manage the macro water information system in Jordan and supervise the management of water information system in the Authority,
- 2 Supervise and monitor the operation of network systems of meteorological and hydrometric stations and water wells,
- 3 Participate in the setting-up of water quality standards and specifications and obtain local approval thereof,
- 4 Oversee the running of the national water data bank and the central laboratory for water quality assurance,
- 5 Inspect data gathering and measuring processes and make sure that water data statistics are properly handled,
- 6 Analyze the level of information technology available in the various sections and align same for proper functioning of the Directorate,
- 7 Synthesize and coordinate data gathering operations to avoid duplication of effort and possible conflict,
- 8 Facilitate and encourage the cooperation between the various sections of the Directorate and other directorates and sections such as, but not limited to, Standards and Guidelines, Enforcement Coordination, National Water Balance, Projects, Public Awareness, etc ,
- 9 Sanction and recommend for approval the acquisition of software hardware, computer systems, gauges and equipment as determined necessary for the proper functioning of the Directorate,
- 10 Seek local and foreign consultation services for the modernization and updating of the products and services of the Directorate,
- 11 Facilitate and encourage the technical training of the Directorate's staff locally and abroad, and act as promoter of technical training for the Authority's staff at large,
- 12 Handle and officiate the exchange of water data locally and internationally,
- 13 Assist the other studies sections and Projects Directorate with technical inputs generated through the functioning of the Directorate,
- 14 Act as an authoritative source of information and source of expert consultants in the areas of Directorate's expertise,

- 15 Delegate representatives to local and international water data related symposia and coordination meetings
- 16 Oversee the affairs of the sections within the Directorate and manage the affairs and personnel of the Directorate

VII Job Qualifications .-

- 1 Advanced graduate academic training in water sciences or related engineering, information technology, statistics and quantitative methods,
- 2 Fifteen years of experience or more in a managerial capacity of water measurement and management operations,
- 3 Demonstrable abilities in informatics, data organization, statistical analysis and management of specialists,
- 4 Proficiency in the English language, advanced skills in computer management and application, expertise in troubleshooting and high industrious and concentration skills

Date	Prepared by
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WATER PLANNING AUTHORITY JOB DESCRIPTION



The Hashemite Kingdom
of Jordan

I Job Title Head of Data Network Operations Section	II Job Number .	Page 1 2
III Organizational Component - 1 Directorate Data Services 2 Section Data Network Operations		
IV Relationships :- 1 Reports to Director of Data Services Directorate 2 Supervises - Organizational Units as they may be eventually decided upon by the relevant organizational authority and which carry out the following functions - A Measurement and Sampling Operations, B Data Computation and Tabulation 3 Works with - A Head of Data Bank Section B Head of Water Quality Assurance Section C Head of International Data Section		

V Job Goal :- The management of a network system of hydrometric and hydrometeorological stations and observation wells for water quality sampling and water measurement operations as well as water data computation, verification and tabulation in presentable and publishable form

VI Job Duties :-

- 1 Manage a network system of hydrometric and hydrometeorological stations for water quality and measurement,
- 2 Manage a network of observation wells for water quality sampling and measurement,
- 3 Supervise the monitoring programs for the determination of the quality and quantity of springs water,
- 4 Take random samples and measure water quality,
- 5 Organize, verify and present data obtained from network operations
- 6 Develop and put into application computerized systems to manage and control the network operations,
- 7 Participate in updating the data base files and menus to be compatible with the changing nature of work required,
- 8 Service and maintain data recording devices and equipment
- 9 Assist in the training function whenever requested to do so especially in the Section's areas of expertise,
- 10 Provide other concerned units with data produced to facilitate the carrying out of their duties,
- 11 Manage the duties of the Section and the affairs of the personnel therein

VII Job Qualifications :-

- 1 Academic training in water sciences or engineering with concentration on hydrometric, water quality and information acquisition,
- 2 Ten years of experience or more in a supervisory capacity in hydrometrics and water quality data acquisition,
- 3 Demonstrable ability to carry out field studies, facility with quantitative methods and statistical analysis,
- 4 English language proficiency, proven computer skills, data organization skills and presentation skills

Date

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WATER PLANNING AUTHORITY JOB DESCRIPTION



The Hashemite Kingdom
of Jordan

I Job Title : Head of Data Bank Section	II Job Number .	Page : 1 / 2
III Organizational Component - 1 Directorate Data Services 2 Section Data Bank		
IV. Relationships - 1 Reports to Director of Data Services Directorate 2 Supervises - Organizational Units as they may be eventually decided upon by the relevant organizational authority and which carry out the following functions - A Data Management, B Water Data Bank, C Liaison with Other Data Banks 3 Works with - A Head of Data Network Operations Section B Head of Water Quality Assurance Section C Head of International Data Section		
V Job Goals :- 1 The establishment and updating of a national Water data bank for Jordan, 2 The management of institutional relationships between the local water data bank and neighbouring and other water data banks		

VI Job Duties -

- 1 Establish, run and continuously update the national water data bank,
- 2 Receive and collect water data from other sources and enter same into the data bank,
- 3 Computerize the operations of the data bank entry, storing and retrieving and update continuously,
- 4 Feed authorized users of the data bank with selective access mechanisms to utilize the stored accessible data,
- 5 Observe compiled data, review and report exceptional figures,
- 6 Recommend the acquisition of modern hardware, software and systems whenever necessary,
- 7 Consult with technical units in the Authority to enhance the process of data collection and storage,
- 8 Act as a source of information and respond to legitimate requests from sector officials
- 9 Manage the Section duties and the personnel therein

VII Job Qualifications :-

- 1 Academic training in water sciences, information systems and systems design and analysis on the masters level (information technology),
- 2 Ten years of experience or more in a managerial capacity in statistical methodology and water resources data management and informatics,
- 3 Advance training in scientific methodology, quantitative analysis and taxonomy,
- 4 Proficiency in English language, computer systems expertise and archives management

Date

Prepared by



WATER PLANNING AUTHORITY JOB DESCRIPTION



The Hashemite Kingdom
of Jordan

I Job Title Head of Water Quality Assurance Section	II Job Number	Page 1 / 3
III Organizational Component - 1 Directorate Data Services 2 Section Water Quality Assurance		
IV Relationships .- 1 Reports to Director of Data Services Directorate 2 Supervises - Organizational Units as they may be eventually decided upon by the relevant organizational authority and which carry out the following functions - A Central Water Quality Laboratory, B Analytical Standards, C Water Quality Objectives, D Training 3 Works with - A Head of Human Network Operations Section B Head of Data Bank Section C Head of International Data Section		
V Job Goals :- 1 The determination of water quality objectives and analytical standards, 2 The management and operation of a central water quality laboratory, 3 The technical support provision to enforcement activities through the setting-up of water quality standards		

VI Job Duties .-

- 1 Manage an advanced central laboratory for water quality testing and continuously upgrade same,
- 2 Provide other laboratories with "blind" water samples to monitor their technical capabilities,
- 3 Define training needs of the Section's staff and develop them (and others) into a cadre of effective water quality assurance technical specialists,
- 4 Coordinate training activities with the central Organizational Development Unit especially in the area of computer training development and introducing modern training techniques,
- 5 Contribute to technical research and studies conducted in the Directorate especially in the areas of water standards and quality assurance,
- 6 Coordinate activities with the other sections in the Directorate in relation to water and other effluent standards,
- 7 Cooperate closely with Regulatory Section and specifically with Standards and Guidelines and Enforcement Coordination Units,
- 8 Act as expert consultant in water quality assurance matters when requested to do so by Authority's ranking officials,
- 9 Cooperate with and render technical assistance to Public Awareness officials and campaigns,
- 10 Manage the affairs of the Section and the personnel therein

VII Job Qualifications :-

- 1 Academic training in chemical engineering, chemistry or biology at the graduate level,
- 2 Ten years of experience or more in a supervisory capacity in a water quality laboratory,

- 3 Proven abilities in applied scientific research and standards and measurement
- 4 English language facility computer skills and data organization and analysis skills

Date	Prepared by
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WATER PLANNING AUTHORITY JOB DESCRIPTION



The Hashemite Kingdom
of Jordan

I Job Title • Head of International Data Section	II Job Number	Page 1 / 2
III Organizational Component - 1 Directorate Data Services 2 Section International Data		
IV Relationships :- 1 Reports to Director of Data Services Directorate 2 Supervises - Organizational Units as they may be eventually decided upon by the relevant organizational authority and which carry out the following functions - A International Data Exchange Agreements, B Data Review and Distribution 3 Works with - A Head of Water Quality Assurance Section B Head of Data Network Operation C Head of Data Bank		
V Job Goal :- The receipt and transmittal of water data internationally as well as the review and distribution of water data that is collected by joint hydrometric stations and coordinate all of this with the International / Intersectoral Affairs Section		

VI Job Duties -

- 1 Determine locations of international hydrometric stations,
- 2 Manage international hydrometric stations take readings keep records and exchange relevant data,
- 3 Compile data received, and summarize and arrange in presentable forms
- 4 Meet with international counterparts on regular intervals to coordinate international hydrometric stations operations,
- 5 Coordinate activities of the Section with other offices in the Directorate and in the Authority,
- 6 Represent the Authority in meetings of international hydrometric stations operators,
- 7 Manage the duties of the Section and the affairs of the personnel therein

VII Job Qualifications -

- 1 Academic training in water sciences or engineering with concentration on hydrometeorology or a degree in statistics and informatics,
- 2 Ten years of experience or more in a supervisory capacity in water data gathering and distribution,
- 3 Working knowledge in agreements implementation and follow up as well as data organization and classification,
- 4 Proficiency in English, computer literacy, negotiations skills, and skills in report exchanges and correspondence

Date

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WATER PLANNING AUTHORITY JOB DESCRIPTION



The Hashemite Kingdom
of Jordan

I Job Title	Director Human Resources Services Directorate	II Job Number	Page 1 / 2
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III Organizational Component -
Directorate Human Resources Services

IV Relationships :-
1 Reports to Secretary General
2 Supervises -
A Head of Human Resources Development Section
B Head of Human Resources Planning and Administration Section
3 Works with -
The Directors of all directorates

V Job Goals :-
1 The effective human resources planning and administration including all policy considerations for the design of fringe benefits,
2 The efficient management of human resources developmental activities including the operations of a training center

VI Job Duties -

- 1 Signal out new and important human resources issues and recommend policies thereof,
- 2 Set priorities in the area of human resources services and address accordingly,
- 3 Review, modify and approve annual manpower training and development plans,
- 4 Synthesize data compiled on manpower requirements and devise plan for future recruitment and manning,
- 5 Appraise capabilities of manpower training and development organizations, negotiate and conclude cooperation agreements, review their performance and manage the relationships accordingly,
- 6 Approve lists of outside and guest trainers at the training center,
- 7 Handle the planning and follow-up of individualized study tours abroad for senior staff
- 8 Supervise the affairs of the two Sections and manage the affairs of the Directorate

VII Job Qualifications -

- 1 Academic training in business or public administration on the graduate level with concentration on human resources planning and development,
- 2 Fifteen years of experience or more culminating in a senior management position preferably with responsibilities for human resources training and development,
- 3 Proven abilities in detailed and meticulous planning as well as demonstrable capacities for high level strategic planning and management,
- 4 English language proficiency, computer literacy, communications and presentation skills and human relations expertise

Date

Prepared by



WATER PLANNING AUTHORITY JOB DESCRIPTION



The Hashemite Kingdom
of Jordan

I Job Title Head of Human Resources Development Section	II Job Number .	Page 1 / 3
III Organizational Component - 1 Directorate Human Resources Services 2 Section Human Resources Development		
IV Relationships - - 1 Reports to Director of Human Resources Services Directorate 2 Supervises - Organizational Units as they may be eventually decided upon by the relevant organizational authority and which carry out the following functions - A Needs Assessment / Program Planning, B Overseas / In-country Training Planning, C Curriculum Development / Program Implementation, D Materials Development, E Training Center Operations 3 Works with - Head of Human Resources Planning and Administration Section		

V Job Goals - 1 The development of the human resources available through promulgation of relevant policies and programs, 2 The overall assurance that appropriate training needs assessments are conducted and implemented

VI Job Duties -

- 1 Plan and periodically conduct manpower training needs assessment studies
- 2 Analyze findings of needs assessment to identify training and development programs needed,
- 3 Design training and development programs as two distinct activities,
- 4 Develop, in cooperation with concerned parties, program objectives, targeted personnel, curriculum and material contents, courses, methodology, approximate duration and alternative venues,
- 5 Issue an annual training and development plan and distribute to appropriate personnel,
- 6 Request feedback on proposed training and development plan, analyze returns, revise and issue a final version of the training and development plan,
- 7 Invite nominations to the course offerings collate, and contact training outfits and experts to negotiate the actual conduct of training courses,
- 8 Design, issue and get feedback on the development plan,
- 9 Revise returns and decide on durations and venues whether inside or outside the country,
- 10 Establish a training center in the Section and assume the responsibilities of carrying out the needed training and development activities as planned,
- 11 Evaluate activities on a piecemeal basis and adjust training and developmental activities accordingly,
- 12 Document training and development materials for use and reference
- 13 Establish institutional relationships and linkages with other local and foreign training outfits,
- 14 Liaise with donors the activities of educational aid programmes,
- 15 Mentor nominees and participants in training courses and development programs with a view to select possible future speakers and lecturers,
- 16 Manage the duties of the Section and the Center and the affairs of the staff

VII Job Qualifications .-

- 1 Academic training in management with concentration on human resources,
- 2 Ten years of experience in the area of management of human resources and management of personnel training,
- 3 Demonstrable knowledge in formulation of a training plan, training courses design and content and training evaluation,
- 4 Proven skills in English language, computer operations, program planning and implementation and interpersonal expertise

Date	Prepared by
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WATER PLANNING AUTHORITY JOB DESCRIPTION



The Hashemite Kingdom
of Jordan

I Job Title • Head of Human Resources Planning and Administration Section	II Job Number •	Page 1 / 3
III Organizational Component - 1 Directorate Human Resources Services 2 Section Human Resources Planning and Administration		
IV Relationships - 1 Reports to Director of Human Resources Services Directorate 2 Supervises - Organizational Units as they may be eventually decided upon by the relevant organizational authority and which carry out the following functions - A Manpower Planning, B Recruitment / Selection Process, C Performance Evaluation Policy, D Compensation / Benefits, E Safety / Health, F Employee Communications, G Career Counseling, H H R Information System, I New Employees Orientation 3 Works with - Head of Human Resources Development Section		

V Job Goals -

- 1 The planning, reviewing and up-dating of operational systems that govern human resources recruitment, appointment, induction, training promotion, succession planning, and all employee career developments until retirement,
- 2 The design of employee compensation and benefits system and periodic review thereof

VI Job Duties -

- 1 Perform periodic manpower planning exercises to identify available inventory and forecast short and long-term needs thereof,
- 2 Set-up the process of manpower recruitment and selection and periodically assess its effectiveness,
- 3 Design and implement a new employee orientation program evaluate and revise regularly,
- 4 Design and propose employees compensation package and follow-up approval and implementation,
- 5 Administer the health insurance coverage program and coordinate with other concerned departments thereof,
- 6 Supervise the conduct from time to time of career counseling sessions to members of the staff,
- 7 Design, propose and regularly review employee performance evaluation system and oversee its implementation,
- 8 Act as an advisor to the Director and the Authority senior management in human resources planning and administration matters,
- 9 Manage the affairs of the section and its employees

VII Job Qualifications -

- 1 Academic training in management with concentration on human resources planning and administration,
- 2 Ten years of experience or more in a supervisory capacity in the area of personnel,
- 3 Knowledge of the civil service system along with proper foundation in career path planning and development,
- 4 English language proficiency, computer literacy and demonstrable skills in personnel systems design

Date	Prepared by
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VI Job Duties -

- 1 Provide legal counsel to ranking Ministry officials and senior Authority management,
- 2 Render legislative support through initiating legal legislations, soliciting support for draft bills and follow-up and lobby the legislature for promulgation,
- 3 Give legal advice on formulation of water laws, regulations and procedures,
- 4 Assist in the phrasing of policies and instruction,
- 5 Offer legal interpretation to contract articles when requested to do so by Authority's management,
- 6 Review and sanction contracts, agreements documents etc that have binding effects on the Authority,
- 7 Give legal assistance to all Authority Units in performing their regular duties,
- 8 Represent the Authority at hearings, trials or litigations,
- 9 Keep abreast of constitutional amendments and legislative changes that affect the mandate or the modus operandi of the Authority,
- 10 Handle all legal matters that involve the Authority with outside parties,
- 11 Maintain cordial and workable relationships with the Bureau of Legislation at the Prime Ministry and with the Offices of the Secretaries General at the legislature,
- 12 Prepare and produce briefs, legal opinions and contracts,
- 13 Review legal perspectives of all agreements documents and terms of reference that the Authority engages in,
- 14 Manage to the duties of the Directorate

VII Job Qualifications .-

- 1 Academic training in the field of Law,
- 2 Ten years of experience or more in the field, including corporate aspects of the profession, constitutional law and international law,

- 3 Appropriate training in litigation, corporate law, constitutional law and up-to-date knowledge of the public law and international law and arbitration,
- 4 Proficiency in the English language, computer skills, drafting and finalizing legal agreements, international arbitration and negotiation skills

Date	Prepared by
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WATER PLANNING AUTHORITY JOB DESCRIPTION



The Hashemite Kingdom
of Jordan

I Job Title . Director of Finance and Administration Directorate	II Job Number	Page 1 / 3
III Organizational Component - Directorate Finance and Administration		
IV Relationships .- 1 Reports to Secretary General 2 Supervises - A Head of Finance Section B Head of Administration Section C Head of Employees Affairs Section 3 Works with - A Director of Human Resources Services Directorate B Director of Legal Services Directorate C Director of Public Awareness Directorate		
V Job Goals :- 1 The assurance that the financial and administrative affairs of the Authority are appropriately handled and are carried out in conformity with standing policies and regulations, 2 The development of financial and administrative policies side by side with the organizational development and changes		

VI Job Duties :-

- 1 Supervise and finalize the budgets for the Directorates and amalgamate into one Authority Budget and participate in the negotiation with Central Government Budget Department,
- 2 Oversee the accounting functions relating to Authority's assets, liabilities, revenues, costs, expenses, etc ,
- 3 Supervise cash receipts and disbursements and authorize payments transactions within the specified limits,
- 4 Approve the payments of monthly wages and salaries as well as all other employee cash earnings,
- 5 Supervise the financial audit function and make sure that financial dealings conform to standing policies,
- 6 Manage Authority's financial relationships with all government departments, banks and other institutions
- 7 Oversee the proper application of accounting and financial systems (i e depreciation, loan amortization, financial assistance and grants, etc) and review audit reports thereof regularly,
- 8 Represent the Authority as may be charged with, in financial negotiations,
- 9 Act as expert financial consultant to ranking Authority officials,
- 10 Supervise and control the operating security / safety systems
- 11 Check and periodically supervise the testing of the various security / safety systems (i e , public alarm, fire-fighting, public safety procedures, etc) and equipment and regularly modernize,
- 12 Oversee the implementation of maintenance schedules and programs especially preventive maintenance,
- 13 Sign and control contracts for office services,
- 14 Oversee the management of the vehicles pool, the central filing system, the library systems and the purchased insurance policies,
- 15 Supervise the management and control of Authority's written and other communications systems, health insurance system, retirement and social security systems, and other similar employees affairs,

- 16 Coordinate closely and actively all official duties that cross Directorate lines and responsively respond to official and legitimate requests from other officials,
- 17 Make sure that the Directorate is responsive with public legitimate demands especially subscribers affairs and problems,
- 18 Manage the duties of the Directorate and the personnel working therein

VII Job Qualifications .-

- 1 Academic training preferably combining engineering on the undergraduate level and business or finance on the graduate level (MBA or CA or CPA)
- 2 Fifteen years of experience or more in a senior management / finance position in large organization whether governmental, private or mixed
- 3 Demonstrable managerial acumen coupled with strategic thinking and analytical mind,
- 4 Proficiency in English, facility with financial computer software and excellent report writing and presentation skills

Date

Prepared by



WATER PLANNING AUTHORITY JOB DESCRIPTION



The Hashemite Kingdom
of Jordan

I Job Title . Head of Finance Section	II Job Number	Page 1 , 3
III Organizational Component - 1 Directorate Finance and Administration 2 Section Finance		
IV Relationships .- 1 Reports to Director of Finance and Administration Directorate 2 Supervises - Organizational Units as they may be eventually decided upon by the relevant organizational authority and which carry out the following functions - A Budget, B Accounting, C Payments, D Payroll 3 Works with - A Head of Administration Section B Head of Employees Affairs Section		
V Job Goals :- 1 The appropriate handling of the financial affairs and in conformity with the standing rules and regulations, 2 The formulation of the annual budget, its presentation, follow-up and approval		

115

VI Job Duties .-

- 1 Prepare the draft annual budget for the Section and Directorate and audit that of the Authority and forward same to superiors,
- 2 Design and apply accounting systems in conformity with government standing policies and procedures relative to assets, liabilities, revenues costs, expenses, etc ,
- 3 Authorize payment transactions within the specified limits,
- 4 Examine payroll on monthly basis, making sure that increments and deductions are precisely applied,
- 5 Make sure that all sections and directorates conform in their financial dealings to standing policies,
- 6 Contact other institutions as required to address outstanding financial issues,
- 7 Review contracts and agreements for conformity to policy and budgetary limits,
- 8 Make sure that proper financial terms for procurement or contracting are being adhered to,
- 9 Supervise annual stock taking and follow-up inventory transaction and make sure that all petty expenses are properly authorized,
- 10 Act as a financial advisor to senior management,
- 11 Render accounting and financial services as they may be required in the conduct of Authority business,
- 12 Manage the affairs of the Section and the employees therein

VII. Job Qualifications :-

- 1 Academic training in business administration with concentration in the areas of accounting and finance, either CA or CPA or masters in finance as a minimum,

- 2 Ten years of experience or more in accounting / finance supervisory capacity with advance training in long-term corporate financial planning
- 3 Demonstrable knowledge of government accounting systems and budget preparation procedures,
- 4 English language proficiency, computer literacy and skills in financial analysis and costing techniques

Date	Prepared by
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WATER PLANNING AUTHORITY JOB DESCRIPTION



The Hashemite Kingdom
of Jordan

I Job Title . Head of Employees Affairs Section	II Job Number .	Page 1 / 2
III Organizational Component - 1 Directorate Finance and Administration 2 Section Employees Affairs		
IV Relationships :- 1 Reports to Director of Finance and Administration 2 Supervises - Organizational Units as they may be eventually decided upon by the relevant organizational authority and which carry out the following functions - A Inward and Outward Correspondence, B Salaries and Social Security Affairs, C Leaves, D Annual Evaluation Reports, E Managing sundry affairs health insurance, end of service and retirement, identity cards, etc 3 Works with - A Head of Finance Section B Head of Administration Section		
V Job Goals :- 1 The smooth functioning of the daily affairs of the correspondence of the Authority both incoming and outgoing, 2 The implementation of various day-to-day decisions that affect employee affairs		

VI Job Duties .-

- 1 Receive register and direct all Authority's incoming mail,
- 2 Register issue and forward all Authority's outgoing correspondence,
- 3 Prepare wages and salaries lists and forward to Finance Section,
- 4 Manage, follow-up and keep up-to-date all employees affairs that relate to civil service retirement, social security plans joining and dropping out,
- 5 Manage, follow-up and keep up-to-date all employees affairs that relate to government health insurance joining, classification, and dropping out,
- 6 Keep records of employees leaves of all kinds,
- 7 Receive, organize and file employees annual evaluation forms and executing promotion decisions,
- 8 Issue employees identity cards for the Civil Service Consumption Corporation entitlement,
- 9 Coordinate closely all functions and duties with the Finance and Administration Sections as well as with Human Resources Directorate,
- 10 Manage the activities of the Section and the affairs of the personnel therein

VII Job Qualifications -

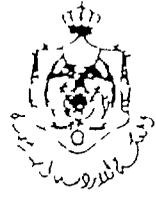
- 1 Academic training in public or business administration or law,
- 2 Five years of experience or more in an operational capacity in a personnel function,
- 3 Knowledge of government regulations and procedures especially health insurance, social security and issuance of identity cards for Civil Service Consumption Corporation,
- 4 Practical knowledge of the English language and ability to use computers, ability to follow up on details and organizational skills

Date

Prepared by



WATER PLANNING AUTHORITY JOB DESCRIPTION



The Hashemite Kingdom
of Jordan

I Job Title	Head of Administration Section	II Job Number	Page 1 / 2
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III Organizational Component -

- 1 Directorate Finance and Administration
- 2 Section Administration

IV Relationships :-

- 1 Reports to Director of Finance and Administration Directorate
- 2 Supervises - Organizational Units as they may be eventually decided upon by the relevant organizational authority and which carry out the following functions -
 - A Library,
 - B Central Files,
 - C Office Services,
 - D Security / Safety,
 - E Maintenance
- 3 Works with -
 - A Head of Finance Section
 - B Head of Employees Affairs Section

V Job Goals :-

- 1 The provision of auxiliary administrative services,
- 2 The proper stocking and managing of the library,
- 3 The control of the safety / security systems,
- 4 The handling of the maintenance function

VI Job Duties .-

- 1 Manage, operate, and review periodically the security / safety systems for buildings and premises
- 2 Maintain the security / safety systems for the employees and the public frequenting the premises at all times,
- 3 Publicize proper public safety procedures and carry out periodic drills,
- 4 Test fire-fighting equipment and exits at regular intervals,
- 5 Install and maintain public alarm system,
- 6 Test security / safety systems to determine degree of readiness,
- 7 Devise and handle maintenance schedules, programs and operations,
- 8 Contract major maintenance jobs to outside parties and supervise operations and commitment,
- 9 Manage and operate the vehicle pool,
- 10 Render and supervise all office services such as cleaning, heating and cooling,
- 11 Maintain, operate and automate, if possible, a central filing system,
- 12 Develop, establish and manage an effective library system,
- 13 Negotiate and purchase annual insurance policies on all assets of the Authority in accordance with government rules and regulations,
- 14 Manage the affairs of the Section and the personnel working therein

VII Job Qualifications :-

- 1 Academic training in business or public administration with concentration on management,
- 2 Ten years of experience in supervisory or managerial capacity in a fairly large organization,
- 3 Knowledge of records management, training in library science, general expertise in handling pressuring demands and coordinating expertise,
- 4 Proficiency in English, literacy in computers, and effective organizational skills

Date

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WATER PLANNING AUTHORITY

JOB DESCRIPTION



The Hashemite Kingdom
of Jordan

I Job Title Director of Public Awareness Directorate	II Job Number	Page 1 / 3
III Organizational Component - Directorate Public Awareness		
IV Relationships :- 1 Reports to Secretary General 2 Supervises - Organizational Units as they may be eventually decided upon by the relevant organizational authority and which carry out the following functions - A Public Services B Research and Information, C National Public Information and Awareness 3 Works with - A Director of Human Resources Services Directorate B Director of Legal Services Directorate C Director of Finance and Administration Directorate		
V Job Goals :- 1 The development of information, education and communication materials and services concerning the water sector which are aimed at policy makers, other ministries, educational institutions, and other public and private sector institutions, 2 The creation of favorable public image as to the Authority's efforts to provide all types of waters for various uses in quality standards and sufficient quantities at reasonable price to consumers, 3 The enhancement of public awareness and education as to the real value of water to human and all other forms of life and to persuade the public to judiciously use and conserve this precious national resource		

VI Job Duties -

- 1 Manage and direct the information, education and communications Unit,
- 2 Develop and manage a unit which will provide resource and technical information for other Ministries, public organizations, non-governmental organizations, industry, agriculture and local communities in developing public awareness campaigns,
- 3 Develop and manage a unit which will develop lectures, seminars, workshops or media campaigns as needed or requested by the general public,
- 4 Supervise the design and production of mass communications material such as bulletins, pamphlets, fact sheets, television and radio spots which will be used in public information and public awareness
- 5 Direct, manage and track the information needs of the general public, industry, and organizations and measure the results thereof,
- 6 Develop new techniques such as telephone services in different languages, internet information which will provide information and/or education to the consumer
- 7 Assign a symbolic national reward or "honor" to a person who reportedly conserved or drew the attention of officials to measures which purport to systematically conserve water,
- 8 Maintain contacts with the legislature, media and public opinion circles to support the efforts of the Section,
- 9 Publish in all media and on regular intervals information on the water deficit on the national (and regional) levels and the growing, expanding gap between rates of increase in supply and demand,
- 10 Hold seminars to Authority and Ministry officials and educate the participants as to their crucial role in the success of public awareness campaigns,
- 11 Keep abreast of the characteristics of the water sector and policy in Jordan;
- 12 Enhance public awareness and education as to the real value of water in an arid climate as obtains in Jordan,
- 13 Designate a national water day (a la arbor day) and program national all day long activities

VII Job Qualifications -

- 1 Academic training in communications or behavioural sciences
- 2 Ten years of experience or more in the media or in public relations managerial capacity or in developing and using public awareness techniques, both mass communication and community development,
- 3 Demonstrable knowledge in human behavior, motivating others, and the characteristics of the water sector in Jordan,
- 4 Proficiency in English, computer literacy, communications and persuasive oral and writing skills and teamwork building capabilities

Date	Prepared by
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I Source of Information . Bassam Al-Tal

II Position Title . Policy and Strategy Directorate

III Name of Candidate Nominated for the Position .

IV Academic Qualifications of Person Interviewed .

B Sc in Civil Engineering, Pakistan University, 1973

V Training :

Course Title	Duration in Days	Location	Year
1 Design of Sewerage Networks	120	England	1977
2 Tenders Analysis	4	England	1986
3 Organization Development	6	Jordan	1987
4 Higher Management Course	45	Jordan	1989
5 Follow-up Course	14	Jordan	1989
6 Work Simplification	4	Jordan	1992
7 AutoCad	30	Jordan	1993
8 Human Resources Management	14	Jordan	1994
9 Supervisory Skills	5	Jordan	1994
10 Needs Assessment	6	Jordan	1995
11 Delegation of Authority	4	Jordan	1995
12 Cost Accounting for Engineers	6	Jordan	1995
13 Water Supply Management	14	Sweden	1995
14 Hebrew Language	45	Jordan	1995
15 Water Management	4	Jordan	1996

VI General Remarks :

- 1 Employed in WAJ in 1983,
- 2 Director of Projects 1983 - 1989,
- 3 Director of WAJ, Zarqa Governorate 1989 - 1991,
- 4 Director of Design and Studies Department, 1992 - 1994,
- 5 Director of Human Resources Development and Training, 1994 - 1995,
- 6 Assistant Secretary General for Policy, 1995 - 1996

I **Source of Information** Bassam Al-Tal

II **Position Title** Policy and Strategy Directorate

III **Name of Candidate Nominated for the Position** .

IV **Job Specifications for the Position** .

- 1 Academic training in the fields of engineering and economics or business at the Masters level,
- 2 Fifteen years of experience or more in water planning and policy arenas at the senior managerial levels with a focus on strategy formulation and implementation, policy analysis and environmental impact along with extensive knowledge of water resources in Jordan
- 3 Advanced training in strategic planning, economic analysis, project appraisal and financing, report writing and environmental issues,
- 4 Proven abilities in English language, communications, interpersonal and conflict resolution skills, and computer skills for the effective management of information

1 Degree of Fit

2. Recommendations :

I **Source of Information** Uthman Al-Kurdi

II **Position Title** International / Intersectoral Affairs Section

III **Name of Candidate Nominated for the Position :**

IV **Academic Qualifications of Person Interviewed :**

1 B Sc in Civil Engineering, Hatfield Poly University, U K , 1979,

2 M Sc in Civil / Structure, Manhattan College, 1982

V **Training .**

Course Title	Duration in Days	Location	Year
1 Projects Supply	30	U S A	1984
2 Health Engineering	90	Japan	1986
3 Water Resources Workshop	21	Thailand	1989
4 Higher Management Course	60	Jordan	1996
5 Water Management	4	Jordan	1996
6 Management of Water Affairs	14	Sweden	1996

VI **General Remarks .**

1 Two working visits (in 1994, and in 1996) to the Construction Bank of Germany for technical assistance negotiation,

2 One working visit to Japan for equipment procurement,

3 Head of Tenders Division at WAJ since 1984

I Source of Information · Uthman Al-Kurdi

II Position Title : International / Intersectoral Affairs Section

III Name of Candidate Nominated for the Position :

IV Job Specifications for the Position :

- 1 Academic training in engineering and business finance preferably at post bachelor level,
- 2 Ten years of experience or more in international and regional water sector activities,
- 3 Advanced training in international negotiations, feasibility studies how to close an agreement, report writing, management of meetings legal aspects of regional and international agreements and general management,
- 4 Proven abilities in English language, computer literacy, negotiations and arbitration skills

1. Degree of Fit

2. Recommendations :

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I Source of Information Mahmood Al-Hiyari

II Position Title . Analysis Section

III Name of Candidate Nominated for the Position

IV Academic Qualifications of Person Interviewed .

B Sc in Mechanical Engineering Alexandria University, 1968

V Training

Course Title	Duration in Days	Location	Year
1 Engineering Workshop	13	Lebanon	1971
2 Water Distribution and Sewerage	115	U S A	1976
3 Electricity Generation Stations	4	Sweden	1980
4 Financial Incentives	5	Somalia	198-
5 Management of Water Insurance	60	Holland	198-
6 Water Resources Development	21	Yugoslavia	1986
7 Water Management Systems	15	England	1988
8 Water Conservation and Rationing	8	Iraq	1989
9 Management and Planning of Water Resources	18	Thailand	1989
10 Water Supply for Human Settlement	3	Tunisia	1991
11 Re-operating Water Stations	5	Iraq	1991
12 Water Management Conference	3	Italy	1992
13 Water Management	2	Spain	1993
14 Cooperation Between Jordan and Sudan	14	Sudan	1993
15 Water Management Workshop	4	Jordan	1996

VI General Remarks .

1 Employed in WAJ in 1976,

I Source of Information Mahmood Al-Hiyari

II Position Title Analysis Section

III Name of Candidate Nominated for the Position

IV Job Specifications for the Position :

- 1 Academic training in statistics or engineering with water related topics preferably covered,
- 2 Ten years of experience or more in water research and analysis activities,
- 3 Advanced training in quantitative methodologies, environmental water issues economics and general management,
- 4 Proven abilities in English language, computer literacy, communications and presentation skills

1 Degree of Fit

2. Recommendations :

I Source of Information Hazem Al-Naser

II Position Title . National Water Resources Directorate

III Name of Candidate Nominated for the Position .

IV. Academic Qualifications of Person Interviewed .

- 1 B Sc in Applied Geology, University of Jordan, 1985,
- 2 M Sc in Hydrogeology, University of Jordan, 1987,
- 3 Ph D in Hydrology, Wuerzburg University, Germany, 1991

V Training .

Course Title	Duration in Days	Location	Year
1 Isotope Hydrology	10	Syria	1993
2 Technology of Water Utilization	3	Egypt	1993
3. Regional Project for Isotope Use	3	Turkey	1994
4 Groundwater and Groundwater Geology	14	Bahrain	1995
5 Groundwater Systems	4	Germany	1995
6 Water Resources Strategy		Lebanon	1996
7 Water Management	4	Jordan	1996
8 Environmental Economics and Policies Analysis	30	USA	1996

VI. General Remarks .

- 1 Attended three regional conferences on water issues two in Germany and one in Morocco
- 2 Has been project manager at WAJ since 1991
- 3 Member of the Jordanian teams in the Multi-Working Group on Water Resources, and the bilateral negotiations with Israel since 1993

I Source of Information · Hazem Al-Naser

II Position Title : National Water Resources Directorate

III Name of Candidate Nominated for the Position :

IV Job Specifications for the Position :

- 1 Advanced graduate level academic training (M Sc or Ph D) in water sciences or engineering with water related field as the area of specialization,
- 2 Fifteen years of experience (post M Sc) or ten (post Ph D) in a capacity at the national level in the varied areas of water resources with focus on water balance, bulk systems and regulatory measures
- 3 Well-focused training in economics, management, coordination, and standards formulation,
- 4 Command of English and computer literacy as well as presentation and communications skills

1 Degree of Fit

2 Recommendations :

I Source of Information

II Position Title Regulatory Section

III Name of Candidate Nominated for the Position

IV Academic Qualifications of Person Interviewed

V Training

Course Title	Duration in Days	Location	Year

VI General Remarks .

I Source of Information

II Position Title . Regulatory Section

III Name of Candidate Nominated for the Position :

IV Job Specifications for the Position

- 1 Academic training in or water sciences engineering with concentration in the area of standardization or statistical measurement,
- 2 Ten years of experience or more in a supervisory capacity in water engineering related post,
- 3 Knowledge of national and international water quality standards and inspection regulations,
- 4 English language proficiency computer literacy, statistical analysis skills and sampling techniques

1 Degree of Fit

2. Recommendations

I Source of Information Rakad Al-Ta'ani

II Position Title : Standards and Guidelines Unit

III Name of Candidate Nominated for the Position

IV Academic Qualifications of Person Interviewed

- 1 B Sc in Geology Engineering, University of Istanbul, 1976,
- 2 M Sc in Geology - Hydrology, Yarmouk University, 1992,
- 3 Ph D In Geology - Hydrology, Baghdad University, 1996

V Training :

Course Title	Duration in Days	Location	Year
1 Surface Water	98	USA	1983
2 Water Sciences	60	China	1985
3 Environment Hydrology	60	Egypt	1989
4 International Agreement on Desertification Protection	2	Jordan	1996
5 Higher Management Course	2	Jordan	1996
6 Past, Present and Future Conference	3	Jordan	1996

VI General Remarks .

- 1 Employed in WA^r : 1977
- 2 Senior Hydrologist, Water Resources in North Jordan Project, 1986 - 1988,
- 3 Head of Surface Water Studies Division, 1988 - Present

I Source of Information : Rakad Al-Ta ani

II Position Title · Standards and Guidelines Unit

III Name of Candidate Nominated for the Position

IV Job Specifications for the Position

- 1 Academic training in statistics and / or engineering,
- 2 Six years of experience or more in a supervisory capacity in a water monitoring office,
- 3 Knowledge of quantitative methods, sampling techniques and environmental considerations
- 4 Facility with the English language, familiarity with computer operations and analytic systems, report writing and communications skills

1 Degree of Fit

2. Recommendations

I Source of Information Ali Al-Qudah

II Position Title Enforcement Coordination Unit

III Name of Candidate Nominated for the Position

IV Academic Qualifications of Person Interviewed :

B Sc in Mechanical Engineering, Lawrance Institute of Technology, USA
1981

v Training .

Course Title	Duration in Days	Location	Year
1 Problems Solving and Decision Making	6	Jordan	1993
2 Supplying Drinking Water	6	Holland	1994
3 Environment Technology	3	Jordan	1995
4 Management of Water Systems	30	England	1995
5 Management of Water Systems	4	Jordan	1996
6 Toward the Planning of Jordan Unitl 2020	3	Jordan	1996
7 DOS / Windows	5	Jordan	-
8 Restructuring of Amman Governorate with the German (OMS)	-	-	-

VI General Remarks :

- 1 Served for 26 years in the Jordanian Armed forces,
- 2 Employed in WAJ in 1992,
- 3 Director of WAJ, Irbid Governorate 1992 - 1995,
- 4 Director of WAJ, Amman Governorate 1996 - Present

I Source of Information Ali Al-Qudah

II Position Title : Enforcement Coordination Unit

III Name of Candidate Nominated for the Position

IV Job Specifications for the Position

- 1 Academic training in the fields of engineering or law,
- 2 Six years of experience or more in a supervisory capacity in water quality assurance office or a role of similar nature with enforcement of the law being an integral part of the duties of the officeholder
- 3 Training in audit inspection follow-up and reporting and expertise in applying rules and procedures
- 4 English language proficiency computer literacy and legal and persuasive skills

1 Degree of Fit

2 Recommendations

I Source of Information . Maher Iskander

II Position Title . Bulk System Studies Section

III Name of Candidate Nominated for the Position

IV Academic Qualifications of Person Interviewed :

- 1 B Sc in Civil Engineering, University of Cairo, 1966,
- 2 M Sc in Foundation Engineering, University of Birmingham, 1976

V Training

Course Title	Duration in Days	Location	Year
1 Contracting, Construction and Airports Seminars	12	USA	1985
2 Higher Management Course	60	Jordan	1994
3 MS-DOS and Word Processing	-	Jordan	-
4 Public Awareness Course	-	Jordan	-

VI General Remarks .

- 1 Employed in WAJ in 1976,
- 2 Assistant Director of Dams, 1984 - 1988
- 3 Project Manager, Al-Wehdah Dam, 1988 - 1991,
- 4 Head of SEED, 1991 - 1993,
- 5 Director of Public Awareness, 1994,
- 6 Director of Dams, 1994 - Present

I **Source of Information : Maher Iskander**

II **Position Title Bulk System Studies Section**

III **Name of Candidate Nominated for the Position .**

IV **Job Specifications for the Position**

- 1 Academic training in engineering, hydrology or geology,
- 2 Ten years of experience or more in a managerial capacity in the area of bulk systems management,
- 3 Advanced expertise in bulk systems along with firm knowledge of economic analysis tools
- 4 Proficiency in English, computer proficiency skills in scientific methodology and statistics

1 Degree of Fit

2 Recommendations :

I Source of Information Thafer Al-Aalem

II Position Title . National Water Balance Section

III Name of Candidate Nominated for the Position

IV Academic Qualifications of Person Interviewed .

1 B Sc in Geology, University of Cairo, 1964,

2 M Sc in Hydrology Engineering, University of London, 1969

V Training :

Course Title	Duration in Days	Location	Year

VI General Remarks

I Source of Information Thafer Al-Aalem

II Position Title : National Water Balance Section

III Name of Candidate Nominated for the Position .

IV Job Specifications for the Position

- 1 Academic training in water sciences or relevant engineering field,
- 2 Ten years of experience or more in a supervisory or managerial capacity in water studies office,
- 3 Advanced knowledge of operations management scientific methodology and actual undertaking of field studies,
- 4 Proficiency in English and proven capability with computer operating systems and statistical skills

1. Degree of Fit

2 Recommendations :

I Source of Information Issa Al-Nsoor

II Position Title . Surface Water Studies Unit

III Name of Candidate Nominated for the Position

IV Academic Qualifications of Person Interviewed .

- 1 B Sc in Geology, Mousel University, 1978,
- 2 Diploma in Hydrology, Padova University, Italy, 1986,
- 3 Diploma in Hydrogeology, University of London, 1993,
- 4 M Sc in Hydrogeology and Ground Water Resources, University of London, 1994

V Training

Course Title	Duration in Days	Location	Year
1 Development of Water Monitoring Networks	5	Tunisia	1985
2 Groundwater and Groundwater Geology	24	Bahrain	1995
3 Evaporation and Evapotranspiration Assessment and Measurement Techniques	5	Tunisia	-
4 Installation, Operation and Maintenance of the DCP's Platform for Hydrometry Stations	15	France	1996
5 Water Data Collection	7	Aqaba	1996
6 Hydrology and Groundwater	42	Qatar	1996

VI General Remarks .

- 1 Attended two meetings for the Arab committee for Hydrology program in Iraq and Tunisia in 1982 and 1983 respectively
- 2 Employed in WAJ in 1979,
- 3 Hydrologist and District Engineer 1986 - 1990,
- 4 Head of Surface Water Studies Section 1990 - Present

I Source of Information Issa Al-Nsoor

II Position Title : Surface Water Studies Unit

III Name of Candidate Nominated for the Position :

IV Job Specifications for the Position

- 1 Academic training in water sciences or engineering with concentration on hydrology or hydrogeology,
- 2 Six years of experience or more in operating hydrological networks sample design and hydrological analysis of surface and spring water,
- 3 Knowledge of sampling techniques and hydrological analysis and training in report writing,
- 4 English language proficiency, hydrological software skills and communications and presentation skills

1 Degree of Fit

2. Recommendations

I Source of Information Muhammad Abu Ajamieh

II Position Title : Ground Water Studies Unit

III Name of Candidate Nominated for the Position .

IV Academic Qualifications of Person Interviewed .

- 1 B Sc in Geology, Ain Shams University, Cairo, 1961,
- 2 B Sc in Geological Engineering, University of Arizona, 1965,
- 3 M Sc in Petroleum Engineering, University of Arizona, 1996,
- 4 Diploma in Seismic exploration, FIGNR, Hannover, Germany, 1970

V Training .

Course Title	Duration in Days	Location	Year
1 Artificial Recharge	-	-	-
2 Geophysics and Structural Geology	-	-	-
3 Criteria for Investment in Water Projects	-	-	-
4 Management Information System	-	-	-
5 Institutional Thinking Among Leaders	-	-	-
6 Organizations	-	-	-

VI General Remarks

- 1 Past and present membership in Jordanian Companies Professional Associations and Technical Committees in Jordan and Abroad,
- 2 Head of Geophysics Division, NRA of Jordan, 1968 - 1974,
- 3 Director of Geological Survey and Department of Mines, NRA of Jordan 1974 - 1986,
- 4 Deputy Director General and Technical Consultant to the Minister of Energy and Mineral Resources, 1986 - 1993,
- 5 Deputy Director General, NRA of Jordan, 1993 - 1994,
- 6 Consultant to the Ministry of Water and Irrigation Chairman of the Team of Expert for Water Policy, 1995 - Present

I Source of Information Muhammad Abu Ajamieh

II Position Title . Ground Water Studies Unit

III Name of Candidate Nominated for the Position :

IV Job Specifications for the Position :

- 1 Academic training in sciences or with concentration on hydrology or hydrogeology,
- 2 Six years of experience or more in field duty related to groundwater studies hydrogeology and statistical analysis,
- 3 Knowledge of scientific methodology, statistical estimation methods and groundwater environmental issues,
- 4 English language proficiency, hydrology software, report writing and communications and presentation skills

1 Degree of Fit

2. Recommendations :

I **Source of Information** Muhammad Al-Momani

II **Position Title** National and Basin Studies Unit

III **Name of Candidate Nominated for the Position**

IV **Academic Qualifications of Person Interviewed :**

- 1 B Sc in Geological Engineering, Black Sea Technical University, Turkey, 1960
- 2 Diploma in Water Resources Management, Perugia University, Italy, 1987

V **Training .**

Course Title	Duration in Days	Location	Year
1 Soil and Water	5	Jordan	1986
2 Projects Studies Supervision	19	Jordan	1986
3 Sensing Technology	30	USA	1988
4 Water Resources Management	11	India	1992
5 Isotopes Uses	8	Jordan	1992
6 Isotopes Applications	4	Austria	1993
7 Sensing Culture	3	Egypt	1993
8 Isotopes in Water		Syria	1993
9 Isotopes Applications	11	Austria	1994
10 Irrigation Systems	4	Jordan	1995
11 Pollution Control	9	Morocco	1995
12 Higher Management Course	60	Jordan	1996
13 Water Management	4	Jordan	1996
14 Study Tour	23	USA	1996

VI **General Remarks .**

- 1 Participated in Many Technical Conferences and Seminars,
- 2 Employed in WAJ in 1978,
- 3 Team Leader, WAJ / WRSD, North Jordan, 1986 - 1989,
- 4 Project Officer, WAJ / WRSD, Isotope Hydrology Project, 1989 - 1994,
- 5 Head Division, WAJ / WRSD, 1993 - 1996,
- 6 Member of the Working Group, WAJ / MWI in Cooperation with USAID, 1994 - 1996,

I **Source of Information** Fawzi Abu-Niaaj

II **Position Title** : Human Resources Services Directorate

III **Name of Candidate Nominated for the Position** .

IV **Academic Qualifications of Person Interviewed** :

1 B Sc in Civil Engineering, University of Illinois, USA, 1960

2 M Sc in Civil Engineering (Water and Sanitary) Oklahoma State University,
1962,

V **Training**

Course Title	Duration in Days	Location	Year
1 International Control	18	USA	1986
2 Water Supply	6	Jordan	1986
3 Computer Use	6	Jordan	1988
4 Desalination Technology	15	JICA	-
5 Management of Change Issues and Opportunities	4	Jordan	-
6 Advanced Training for Directors of HRD Units	-	-	-
7 MS-DOS Computer Operating System	25	Jordan	-

VI **General Remarks**

1 Employed in WAJ in 1985

2 Director of Projects, 1985 - 1988,

3 Director of Planning 1988 - 1991,

4 Director of Planning Development, 1991 - 1992,

5 Director of Planning, Development and Information, 1992 - 1996,

6 Director of Human Resources Development, 1996 - Present

I Source of Information Fawzi Abu-Niaaj

II Position Title . Human Resources Services Directorate

III Name of Candidate Nominated for the Position :

IV Job Specifications for the Position

- 1 Academic training in business or public administration on the graduate level with concentration on human resources planning and development,
- 2 Fifteen years of experience or more culminating in a senior management position preferably with responsibilities for human resources training and development,
- 3 Proven abilities in detailed and meticulous planning as well as demonstrable capacities for high level strategic planning and management,
- 4 English language proficiency, computer literacy, communications and presentation skills and human relations expertise

1 Degree of Fit

2 Recommendations

I Source of Information . Basam Al-Tal

II Position Title . Human Resources Development Section

III Name of Candidate Nominated for the Position

IV Academic Qualifications of Person Interviewed

B Sc in Civil Engineering, Pakistan University, 1973

V. Training .

Course Title	Duration in Days	Location	Year
1 Design of Sewerage Networks	120	England	1977
2 Tenders Analysis	4	England	1986
3 Organization Development	6	Jordan	1987
4 Higher Management Course	45	Jordan	1989
5 Follow-up Course	14	Jordan	1989
6 Work Simplification	4	Jordan	1992
7 AutoCad	30	Jordan	1993
8 Human Resources Management	14	Jordan	1994
9 Supervisory Skills	5	Jordan	1994
10 Needs Assessment	6	Jordan	1995
11 Delegation of Authority	4	Jordan	1995
12 Cost Accounting for Engineers	6	Jordan	1995
13 Water Supply Management	14	Sweden	1995
14 Hebrew Language	45	Jordan	1995
15 Water Management	4	Jordan	1996

VI General Remarks .

- 1 Employed in WAJ in 1983,
- 2 Director of Projects 1983 - 1989,
- 3 Director of WAJ, Zarqa Governorate 1989 - 1991,
- 4 Director of Design and Studies Department, 1992 - 1994,
- 5 Director of Human Resources Development and Training 1994 - 1995
- 6 Assistant Secretary General for Policy, 1995 - 1996

I Source of Information Basam Al-Tal

II Position Title Human Resources Development Section

III Name of Candidate Nominated for the Position :

IV Job Specifications for the Position

- 1 Academic training in management with concentration on human resources,
- 2 Ten years of experience in the area of management of human resources and management of personnel training,
- 3 Demonstrable knowledge in formulation of a training plan, training course design and content and training evaluation,
- 4 Proven skills in English language, computer operations, program planning and implementation and interpersonal expertise

1 Degree of Fit

2. Recommendations :

I Source of Information Sinan Khulaifat

II Position Title Human Resources Planning and Administration

III Name of Candidate Nominated for the Position

IV Academic Qualifications of Person Interviewed

B Sc in Engineering, Al-Azhar University, 1972

V Training .

Course Title	Duration in Days	Location	Year
1 Water Resource Management	30	France	1981
2 Construction of Desalination Stations	14	UAE	1983
3 Operating and Maintaining Sewerage Networks	15	England	1984
4 Health Affairs	30	France	1984
5 Strategy	17	Austria	1985
6 Quantitative Methods	12	Jord. 1	1985
7 Organization Behavior	12	Jordan	1986
8 Performance Appraisal	6	Jordan	1986
9 Work Simplification	18	Jordan	1987
10 The One Minute Manager	2	Jordan	1987
11 Crisis Management	5	Jordan	1992
12 Water Management	4	Jordan	1994
13 Health Sewerage	14	USA	1996

VI General Remarks

1 Employed in WAJ in 1978

I **Source of Information** Sinan Khulaifat

II **Position Title** Human Resources Planning and Administration

III **Name of Candidate Nominated for the Position .**

IV **Job Specifications for the Position .**

- 1 Academic training in management with concentration on human resources planning and administration,
- 2 Ten years of experience or more in a supervisory capacity in the area of personnel,
- 3 Knowledge of the civil service system along with proper foundation in career path planning and development,
- 4 English language proficiency, computer literacy and demonstrable skills in personnel systems design

I Source of Information . Muhammad Al-Momani

II Position Title : National and Basin Studies Unit

III Name of Candidate Nominated for the Position .

IV Job Specifications for the Position .

- 1 Academic training in water sciences or engineering with concentration on hydrology or hydrogeology,
- 2 Six years of experience or more in field duty or research center on national water issues,
- 3 Knowledge of scientific methodology statistical estimation methods and national water environmental issues,
- 4 English language proficiency, computer literacy, report writing and communications and presentation skills

1 Degree of Fit

2. Recommendations .

I **Source of Information** Ibrahim Alkam

II **Position Title** . Water Sector Monitoring and Financial Evaluation Director. e

III **Name of Candidate Nominated for the Position :**

IV **Academic Qualifications of Person Interviewed**

Diploma in Accounting, Arab Community College, 1980

V **Training :**

Course Title	Duration in Days	Location	Year
1 Statistical Analysis Using SPSS	14	Jordan	1992
2 Financial Analysis For Accountants	10	Jordan	1990

VI **General Remarks**

- 1 Employed in WAJ in 1978 as a clerk,
- 2 Accountant, 1978 - 1993,
- 3 Counterpart with American Advisor, 1983 - 1986
- 4 Head of Cost Center Section, 1986 - 1987,
- 5 Counterpart with Cordroy Company, Black and Veatch, and GTZ 1987-1991,
- 6 Head of Financial Analysis Section 1991 - 1992,
- 7 Counterpart with GTZ, 1992 - 1993,
- 8 Head of Financial Analysis Section, 1994 - Present

I Source of Information Ibrahim Alkam

II Position Title : Water Sector Monitoring and Financial Evaluation Directorate

III Name of Candidate Nominated for the Position

IV Job Specifications for the Position

- 1 Academic training in engineering and business on the graduate level,
- 2 Fifteen years of experience or more in senior administrative posts in water utility which deals with business plan formulation, project financing, tariffs calculation, budgeting and overall evaluation
- 3 Knowledge of the water sector in Jordan, rules and regulations of government / private sector interface and an ability to consolidate all of this expertise in actual managerial setting,
- 4 Proficiency in English language, computer literacy macro level thinking and strategic management techniques along with negotiations skills

1 Degree of Fit

2. Recommendations :

I Source of Information Nawaf Al-Dawood

II Position Title Projects Directorate

III Name of Candidate Nominated for the Position

IV Academic Qualifications of Person Interviewed .

B Sc in Civil Engineering, Hallab (Aleppo) University, 1970

V Training :

Course Title	Duration in Days	Location	Year
1 Projects Management	42	USA	1981
2 Networks Design, Operation and Maintenance	28	USA	1984
3 Decisions Making	30	Jordan	1986
4 Water Seminar	21	England	1986
5 Organization Behavior	14	Jordan	1987
6 Decision Making Skills	5	Jordan	1987
7 Higher Management Course	30	Jordan	1990
8 Desalination Stations	7	Tunisia	1995
9 Technical Consulting	3	Syria	1996
10 Health Sewerage Management	21	USA	1996

VI General Remarks :

- 1 Employed in WAJ in 1977,
- 2 Two visits to Germany to negotiate technical and financial assistance,
- 3 Participated in conferences and study tours in Jordan and abroad,
- 4 Currently he is an Assistant to the Secretary General

I **Source of Information** · Nawaf Al-Dawood

II **Position Title** . Projects Directorate

III **Name of Candidate Nominated for the Position :**

IV **Job Specifications for the Position**

- 1 Academic training in engineering coupled with post graduate training in business finance or econometrics,
- 2 Fifteen years of experience in feasibility studies project appraisal and applied scientific research in the water sector
- 3 Proven abilities in the conduct of feasibility studies, financing and effective cost calculations,
- 4 Command of English language, computer literacy and analytical skills

1 Degree of Fit .

2. Recommendations :

I Source of Information

II Position Title . Data Services Directorate

III Name of Candidate Nominated for the Position

IV Academic Qualifications of Person Interviewed

V Training :

Course Title	Duration in Days	Location	Year

VI General Remarks .

I Source of Information

II Position Title . Data Services Directorate

III Name of Candidate Nominated for the Position .

IV Job Specifications for the Position .

- 1 Advanced graduate academic training in water sciences or related engineering, information technology, statistics and quantitative methods,
- 2 Fifteen years of experience or more in a managerial capacity of water measurement and management operations,
- 3 Demonstrable abilities in informatics, data organization statistical analysis and management of specialists
- 4 Proficiency in the English language, advanced skills in computer management and application, expertise in troubleshooting and high industrious and concentration skills

1 Degree of Fit .

2 Recommendations .

I Source of Information Zuhair Heyasat

II Position Title Data Network Operations Section

III. Name of Candidate Nominated for the Position .

IV. Academic Qualifications of Person Interviewed .

- 1 B Sc in Electrical Engineering, Marbor University, Yugoslavia, 1977,
- 2 Diploma in Computer Science, Marbor University, Yugoslavia, 1981

V Training :

Course Title	Duration in Days	Location	Year
1 Computer Operations	115	USA	1982
2 Personal Computers	3	Switzerland	1984
3 Data Analysis and System Management	27	USA	1985
4 Digital Training	20	England	1986
5 Advanced Copol	15	Jordan	1988
6 Foxpro	5	Jordan	1993
7 Novell Netware	5	Jordan	1993
8 Standards Seminar	2	Jordan	1994
9 Computer Networking	30	Jordan	1994
10 Computer Engineering and Maintenance	35	Jordan	1994
11 International Communications	1	Jordan	1995
12 Management of Water Supply	30	Sweden	1995
13 TOEFL Course	21	Jordan	1996
14 System Management	30	Jordan	1996

VI. General Remarks

- 1 Acting Head of Data Bank , NRA of Jordan , 1982 - 1985,
- 2 Project Manager, WAJ 1985 - 1986,
- 3 Head of Computer Section 1986 - 1990
- 4 Head of Information Section 1990 - 1993
- 5 Head of Computer Section, 1993 - Present

I Source of Information Zuhair Heyasat

II Position Title . Data Network Operations Section

III Name of Candidate Nominated for the Position .

IV Job Specifications for the Position .

- 1 Academic training in water sciences or engineering with concentration on hydrometric, water quality and information acquisition,
- 2 Ten years of experience or more in a supervisory capacity in hydrometrics and water quality data acquisition,
- 3 Demonstrable ability to carry out field studies facility with quantitative methods and statistical analysis,
- 4 English language proficiency, proven computer skills, data organization skills and presentation skills

1 Degree of Fit

2 Recommendations :

I Source of Information : Ahmad Abu Saneh

II Position Title . Data Network Operations Section

III Name of Candidate Nominated for the Position

IV Academic Qualifications of Person Interviewed .

- 1 B Sc in Civil Engineering, Technical University of Budapest, 1989,
- 2 Finished One Year in an M Sc Program in Structures and Foundations, Using Computer Aided Structural Matrix Analysis, at the University of Central Florida, 1990 - 1991

V Training .

Course Title	Duration in Days	Location	Year
1 Structural Cabling	15	USA	-
2 Lotus Notes	6	Jordan	-
3 Networking	6	Jordan	-
4 Windows	6	Jordan	-
5 Oracle	36	Jordan	-

VI General Remarks :

- 1 Worked in many companies in the USA during the period 1990 - 1994,
- 2 Structural Engineer, Absolute Engineering Inc , 1990 - 1994,
- 3 Vice-president Preservation Possibilities Inc , 1991 - 1994,
- 4 CEO, CompuMate 1992 - 1994,
- 5 Network Center Supervisor, Special Systems, Amman from June 1994 to December 1994,
- 6 Systems Manager, DAI since December 1994

I Source of Information . Ahmad Abu Sinneh

II Position Title Data Network Operations Section

III Name of Candidate Nominated for the Position :

IV Job Specifications for the Position .

- 1 Academic training in water sciences or engineering with concentration on hydrometric, water quality and information acquisition,
- 2 Ten years of experience or more in a supervisory capacity in hydrometrics and water quality data acquisition,
- 3 Demonstrable ability to carry out field studies, facility with quantitative methods and statistical analysis,
- 4 English language proficiency, proven computer skills, data organization skills and presentation skills

1. Degree of Fit

2. Recommendations .

I **Source of Information** · Edward Qunqar

II **Position Title** · Data Bank Section

III **Name of Candidate Nominated for the Position**

IV **Academic Qualifications of Person Interviewed**

- 1 B Sc in Hydrology Engineering, Zagreb University, 1974,
- 2 Diploma in Hydrology, Delft International Institution, 1978

V **Training :**

Course Title	Duration in Days	Location	Year
1 Hydrology Studies	30	France	1981
2 Computer Course	120	USA	1982
3 Water Sources Engineering	90	Yugoslavia	1986
4 Al-Azraq Basin Study	14	USA	1986
5 Isotopes Applications	30	Malaysia	1988
6 Water Resource Development and Management	42	Sweden	1990
7 Water Resources	5	Egypt	1992
8 Management and Planning of Water Sources	7	Morocco	1992
9 Higher Management Course	60	Jordan	1993
10 Pumping Systems	28	Germany	1993
11 Higher Management Course	30	Jordan	1995
12 Water Management	3	Jordan	1996

VI **General Remarks :**

- 1 Employed in WAJ in 1976,
- 2 Participated in many conferences and technical committees on water,
- 3 District Engineer, WAJ, 1985 - 1988,
- 4 Hydrologist, Badia Region Study, 1989 - 1990,
- 5 Coordinator, UNDP/WAJ Water Resources Policies, Project I, 1990 - 1992,
- 6 Coordinator, UNDP/WAJ Water Resources Policies, Project II, 1993 - 1996
- 7 Director, MWI /Water Information System 1996 - Present

I. Source of Information Edward Qunqar

II Position Title : Data Bank Section

III Name of Candidate Nominated for the Position :

IV Job Specifications for the Position

- 1 Academic training in water sciences, information systems and systems design and analysis on the masters level (information technology),
- 2 Ten years of experience or more in a managerial capacity in statistical methodology and water resources data management and informatics,
- 3 Advance training in scientific methodology, quantitative analysis and taxonomy,
- 4 Proficiency in English language, computer systems expertise and archives management

1 Degree of Fit

2 Recommendations :

I Source of Information Raja Jadown

II Position Title . Water Quality Assurance Section

III Name of Candidate Nominated for the Position

IV Academic Qualifications of Person Interviewed

1 M Sc in Chemical Engineering, Mandeleev University, 1965,

2 Ph D in Hydrochemistry, Strathclyde University, 1972,

3 Diploma in Hydrology / Water Quality, Strasbourg, 1975

V Training :

Course Title	Duration in Days	Location	Year
1 Isotopes Workshop	4	Syria	1989
2 Radiation Protection	21	Jordan	1991
3 Radiated Isotopes	12	Cyprus	1991
4 Hydrology	3	Egypt	1992
5 National Strategies	5	Syria	1993
6 Isotopes in Water	11	Syria	1993
7 Isotopes Uses	11	Austria	1994
8 Water Management	4	Jordan	1994
9 Radiation in Water	10	England	1995
10 Groundwater System	6	Germany	1995
11 Land Resources	6	Jordan	1995
12 Pollution Control	8	Morocco	1995
13 Minerals and the Environment	4	Czechia	1996

VI General Remarks

1 Employed in WAJ in 1988 Before that he worked at NRA of Jordan and the UNEP,

2 Participated in many technical and regional conferences on water,

3 Director of Laboratory, WAJ, 1988 - Present

I **Source of Information** Raja Jadown

II **Position Title** : Water Quality Assurance Section

III **Name of Candidate Nominated for the Position** :

IV **Job Specifications for the Position** .

- 1 Academic training in chemical engineering, chemistry or biology at the graduate level,
- 2 Ten years of experience or more in a supervisory capacity in a water quality laboratory,
- 3 Proven abilities in applied scientific research and standards and measurement
- 4 English language facility, computer skills and data organization and analysis skills

1 Degree of Fit

2. Recommendations :

I Source of Information

II Position Title International Data Section

III Name of Candidate Nominated for the Position

IV Academic Qualifications of Person Interviewed .

V Training

Course Title	Duration in Days	Location	Year

VI General Remarks .

I **Source of Information**

II **Position Title** International Data Section

III **Name of Candidate Nominated for the Position**

IV **Job Specifications for the Position**

- 1 Academic training in water sciences or engineering with concentration on hydrometeorology or a degree in statistics and informatics,
- 2 Ten years of experience or more in a supervisory capacity in water data gathering and distribution
- 3 Working knowledge in agreements implementation and follow up as well as data organization and classification,
- 4 Proficiency in English computer literacy, negotiations skills, and skills in report exchanges and correspondence

1 Degree of Fit

2 Recommendations .

1 Degree of Fit

2 Recommendations .

I Source of Information Ali Al-Daajah

II Position Title . Legal Services Directorate

III Name of Candidate Nominated for the Position .

IV Academic Qualifications of Person Interviewed :

B A in Law, Arab Beirut University, 1988

V Training :

Course Title	Duration in Days	Location	Year
1 Personnel Management	10	Jordan	1986
2 Modern Personnel Management	15	Jordan	1987
3 Employee Disciplinary	9	Jordan	1993

VI General Remarks .

1 Employed in WAJ in 1981,

2 Receptionist, WAJ, 1987 - 1994,

3 Clerk in the Legal Affairs Directorate, 1994 - Present

I Source of Information Ali Al-Daajah

II Position Title : Legal Services Directorate

III Name of Candidate Nominated for the Position .

IV Job Specifications for the Position .

- 1 Academic training in the field of Law,
- 2 Ten years of experience or more in the field, including corporate aspects of the profession, constitutional law and international law
- 3 Appropriate training in litigation, corporate law, constitutional law and up-to-date knowledge of the public law and international law and arbitration,
- 4 Proficiency in the English language, computer skills drafting and finalizing legal agreements, international arbitration and negotiation skills

1 Degree of Fit .

2. Recommendations .

I Source of Information Ibrahim Alkam

II Position Title Finance and Administration Directorate

III Name of Candidate Nominated for the Position :

IV Academic Qualifications of Person Interviewed .
Diploma in Accounting, Arab Community College, 1980

V Training :

Course Title	Duration in Days	Location	Year
1 Statistical Analysis Using SPSS	14	Jordan	1992
2 Financial Analysis For Accountants	10	Jordan	1993

VI General Remarks

- 1 Employed in WAJ in 1978 as a clerk,
- 2 Accountant, 1978 - 1993,
- 3 Counterpart with American Advisor, 1983 - 1986,
- 4 Head of Cost Center Section, 1986 - 1987,
- 5 Counterpart with Cordroy Company, Black and Veatch, and GTZ, 1987-1991,
- 6 Head of Financial Analysis Section, 1991 - 1992
- 7 Counterpart with GTZ, 1992 - 1993,
- 8 Head of Financial Analysis Section, 1994 - Present

I **Source of Information** Ibrahim Alkam

II **Position Title** Finance and Administration Directorate

III **Name of Candidate Nominated for the Position :**

IV **Job Specifications for the Position .**

- 1 Academic training preferably combining engineering on the undergraduate level and business or finance on the graduate level (MBA or CA or CPA),
- 2 Fifteen years of experience or more in a senior management / finance position in large organization whether governmental, private or mixed
- 3 Demonstrable managerial acumen coupled with strategic thinking and analytical mind,
- 4 Proficiency in English facility with financial computer software and excellent report writing and presentation skills

1 Degree of Fit

2. Recommendations :

I Source of Information Mustafa Tarkhan

II Position Title Finance Section

III Name of Candidate Nominated for the Position

IV Academic Qualifications of Person Interviewed

B A in Accounting, Arab Beirut University, 1977,

V Training :

Course Title	Duration in Days	Location	Year
1 Government Accounting	11	Jordan	1985
2 Letters of Credit	2	Jordan	1985
3 Reports Preparation and Writing	6	Egypt	1987
4 Public Organizations	55	Jordan	1993
5 English Language	30	Jordan	1993
6 Preparation for Accounting Profession Examination	200	Jordan	1994
7 Financial Management	10	Jordan	1994
8 Preparation for Auditing Examination	35	Jordan	1995
9 Government Accounting System	21	Jordan	1995
10 Financial Management	10	Jordan	1995
11 DOS / Windows	2	Jordan	1995
12 Trade Financing Procedures	5	S.A.	1995
13 Higher Management Course	30	Jordan	1996

VI General Remarks

- 1 Employed in WAJ in 1979,
- 2 Head of Revenue Section, 1987 - 1991,
- 3 Head of Finance Section 1991 - 1993,
- 4 Director of Finance 1993 - Present

I Source of Information Mustafa Tarkhan

II Position Title Finance Section

III Name of Candidate Nominated for the Position :

IV Job Specifications for the Position

- 1 Academic training in business administration with concentration in the areas of accounting and finance, either CA or CPA or masters in finance as a minimum,
- 2 Ten years of experience or more in accounting / finance supervisory capacity with advance training in long-term corporate financial planning
- 3 Demonstrable knowledge of government accounting systems and budget preparation procedures,
- 4 English language proficiency, computer literacy and skills in financial analysis and costing techniques

1 Degree of Fit

2 Recommendations

I Source of Information Taha Al-Naji

II Position Title Employees Affairs Section

III Name of Candidate Nominated for the Position

IV Academic Qualifications of Person Interviewed

General Secondary Certificate (Tawjih), 1964

V Training .

Course Title	Duration in Days	Location	Year
1 Typing	90	Jordan	1966
2 Zoning	270	Jordan	1969
3 Office Written Works	30	Jordan	1975
4 Information Systems and Organization Management	30	Jordan	1985
5 Employees Performance Appraisal	6	Jordan	1986
6 Personnel Affairs	10	Egypt	1987
7 Civil Service System	6	Jordan	1988

VI General Remarks

- 1 Employed in WAJ in 1970 as a Typist,
- 2 Clerk, 1986 - 1989
- 3 Head of Personnel Section, 1989 - Present

I Source of Information Taha Al-Naji

II Position Title Employees Affairs Section

III Name of Candidate Nominated for the Position

IV Job Specifications for the Position .

- 1 Academic training in public or business administration or law,
- 2 Five years of experience or more in an operational capacity in a personnel function,
- 3 Knowledge of government regulations and procedures especially health insurance, social security and issuance of identity cards for Civil Service Consumption Corporation
- 4 Practical knowledge of the English language and ability to use computers ability to follow up on details and organizational skills

1 Degree of Fit

2 Recommendations :

205

I Source of Information Akram Al-Junaidi

II Position Title . Administration Section

III Name of Candidate Nominated for the Position

IV Academic Qualifications of Person Interviewed .

- 1 B Sc in Civil Engineering, Prague University, 1971,
- 2 Diploma in Civil Engineering, Imperial College, England, 1971

V Training :

Course Title	Duration in Days	Location	Year
1 Design of Water Sources Projects	8	Spain	1973
2 Hydrology Conference	12	Holland	1974
3 Design of Water Plans	30	Germany	1977
4 Projects Analysis and Management	60	USA	1986
2 Hydrology Conference	12	Holland	1974
5 Uses of Technology	8	France	1995
6 World Forum	5	USA	1995
7 Water Management	4	Jordan	1996
8 Engineering Conference	3	Jordan	1996
9 Public and Private Sectors Partnership	21	USA	-

VI General Remarks .

- 1 Employed in WAJ in 1969,
- 2 Participated in many regional and working group meeting,
- 3 Currently works as a consultant to the Secretary General,

I **Source of Information** Akram Al-Junaidi

II **Position Title** . Administration Section

III **Name of Candidate Nominated for the Position**

IV **Job Specifications for the Position**

- 1 Academic training in business or public administration with concentration on management,
- 2 Ten years of experience in supervisory or managerial capacity in a fairly large organization,
- 3 Knowledge of records management, training in library science general expertise in handling pressuring demands and coordinating expertise,
- 4 Proficiency in English, literacy in computers, and effective organizational skills

1 Degree of Fit

2 Recommendations

I Source of Information Adnan Al-Zu'bi

II Position Title Public Awareness Directorate

III Name of Candidate Nominated for the Position

IV Academic Qualifications of Person Interviewed .

1 B A in Mass Media Communication, Yarmouk University, 1984

2 Diploma in Educational Psychology, Yarmouk University, 1994

v Training .

Course Title	Duration in Days	Location	Year
1 Computer Uses in the News	30	Jordan	1986

VI General Remarks .

1 Trainee in JTV 1983,

2 Al Shaab Newspaper 1986,

3 Head of Media Division, Al-Awqaff and Islamic Affairs Ministry 1986,

4 Organizer of Awareness Programs, MWI, 1986 - 1989,

5 Head of Public Service Section, MWI, 1989 - 1990,

6 Public Awareness Expert in Oman, 1990 - 1993 (on leave)

7 Director of Public Service Division and Spokesman of MWI 1993 - Present

I Source of Information Adnan Al-Zu'bi

II Position Title . Public Awareness Directorate

III Name of Candidate Nominated for the Position :

IV Job Specifications for the Position :

- 1 Academic training in communications, or behavioural sciences,
- 2 Ten years of experience or more in the media or in public relations managerial capacity or in developing and using public awareness techniques both mass communication and community development
- 3 Demonstrable knowledge in human behavior motivating others and the characteristics of the water sector in Jordan,
- 4 Proficiency in English, computer literacy, communications and persuasive oral and writing skills and teamwork building capabilities

I Source of Information Muhammad Al-Awamleh

II. Position Title . Public Awareness Directorate

III. Name of Candidate Nominated for the Position .

IV Academic Qualifications of Person Interviewed :

1 B Sc in Geological Engineering, Tuzla University, Yugoslavia, 1983

v Training :

Course Title	Duration in Days	Location	Year
1 Higher Management Course	70	Jordan	-
2 Conserving and Managing	30	USA	-
3 Regional Tensions	-	-	-
4 DOS / Windows	6	Jordan	-
5 MS / Excel	6	Jordan	-
6 MS /Word Perfect	6	Jordan	-
7 Lotus Notes	6	Jordan	-
8 Developing and Organizing a Water Conservation Program	14	Jordan	-
9 Developing and Planning Communication Campaigns	14	Jordan	-
10 Behavioural and Focus Group Studies	-	-	-
11 Foto Shop	90	Jordan	-

VI General Remarks .

1 Head of Studies Section, JVA, 1984 - 1994,

2 Coordinator, Public Awareness Program, DAI, 1994 - Present

I **Source of Information** Muhammad Al-Awamleh

II **Position Title** • Public Awareness Directorate

III **Name of Candidate Nominated for the Position** •

IV **Job Specifications for the Position**

- 1 Academic training in communications, or behavioural sciences,
- 2 Ten years of experience or more in the media or in public relations managerial capacity or in developing and using public awareness techniques both mass communication and community development,
- 3 Demonstrable knowledge in human behavior, motivating others, and the characteristics of the water sector in Jordan,
- 4 Proficiency in English computer literacy, communications and persuasive oral and writing skills and teamwork building capabilities

1 Degree of Fit

2. Recommendations