

## EXECUTIVE SECRETARY JOB DESCRIPTION

The Executive Secretary is the Chief Executive Officer of the Organisation (GWPO) and the Head of the Secretariat. The Executive Secretary reports and is responsible to the Steering Committee for the activities of the Secretariat as per the Statutes of GWP.

The Executive Secretary shall ensure the implementation of the strategic directions and instructions received from the Steering Committee. The ES shall work with fostering and developing the GWP Network, widening its membership and links with other organisations and institutions in non-water sectors. The Executive Secretary shall also be responsible for overall fundraising at the global level, developing new funding opportunities.

### SPECIFIC RESPONSIBILITIES:

#### Strategy and Programme

- Support the continued development of the GWP Strategy and Programme.
- Implement the GWP Strategy as well as appropriately manage and monitor mechanisms for all functions within the GWP/O and their budgets.
- Develop and implement a global fundraising strategy aligned with the approved plan of work and budget.
- Develop relationships and links with the GWP Network bodies in order to ensure efficient and successful implementation of the GWP Strategy.
- Build and develop partnerships and collaborations with (inter)national organisations and institutions to enhance the performance of the GWP Network and create links with actors in non-water sectors.

#### Management/Oversight

- Manage and provide oversight of the global GWPO Secretariat work.
- Appoint such staff/individuals as may be required to carry out the objectives of the Organisation in its objective to support and work with the Network. Be responsible for the Human Resources Function within the GWP Secretariat.
- Work closely with the Chair of the Technical Committee to ensure the Technical Committee work plan supports the Network.

#### Institutional Governance

- Support the meetings, and follow-up decisions by, the Network, the Sponsoring Partners, Steering Committee, and the Financial Partners Group in close collaboration with the GWP Chair.
- Fulfill required functions with respect to GWPO operations including approving new Partners of the Network, issuing statements and entering into obligations in the name, and on behalf of the Organization or as authorized by the SC.
- Report annually on the activities of the Network and Organization.

**Represent GWP and GWPO**

- Represent at operational level GWP and GWPO in global, regional, national and sub-national events and at GWP meetings, donor meetings and other fundraising activities, as speaker and/or spokesperson for GWP, as appropriate and in coordination with the GWP Chair.
- Provide adequate support to the representative functions of the GWP Chair.