

Regional Coordinator

Job duties

JOB TITLE: Regional Coordinator
REPORTS TO: Regional Chair
Regional Council

**ADMINISTRATIVE
FORMAT/ STATUS OF
POSITION:**

The Regional Coordinator is an employee / head of the Regional Secretariat, and working in a full-time format with a salary paid from the GWP CACENA budget. His / her candidature and salary is being determined / approved by the Regional Council. The duration of employment of the Regional Coordinator is three years, with the renewal of powers no more than two times (the total term is not more than 9 years). The primary hiring of the Regional Coordinator is for a period of one year, which is considered as a probationary. The decision to extend the powers of the Regional Coordinator, as well as the decision on early termination of his / her powers, is being taken by the Regional Council by a majority vote.

TEAM MEMBERS: Regional Secretariat staff
LOCATION: Regional Secretariat (CACENA region)

BACKGROUND

The Global Water Partnership (GWP) is a global action network of partners supporting countries and regions in the sustainable development and management of water and related resources worldwide. GWP's vision is for a water secure world, in which communities are protected from floods, droughts, and water borne diseases, and where environmental protection and the negative effects of poor water management are effectively addressed. The GWP Network is supported and guided by the Global Water Partnership Organisation (GWPO), an intergovernmental organisation based in Stockholm, Sweden, which supports the Global Water Partnership through the structures established to group the Global Water Partnership Partners. GWP provides its Partners around the world with a neutral platform to uphold the values of inclusiveness, openness, transparency, accountability, respect, gender sensitivity, and solidarity.

GWP CACENA is a Regional Water Partnership (RWP) within the GWP Network. GWP CACENA brings together governmental, non-governmental, educational, private and civil groups and all water related institutions and sectors in the region, for purposes of supporting countries in the sustainable management of their water resources. The GWP Partners constitute the GWP General Assembly of the regional network bringing to the network expertise, experience, information and commitment to facilitate an integrated approach to water resources throughout the region.

To deliver its work in the region, GWP CACENA has a governance structure with three parts:

- **Conference of GWP CACENA Partners:** Representative body of the regional network which meets every two years to set strategic directions and policies.
- **Regional Council (RC):** Supervisory body which provides strategic decisions and guidance to the Regional Secretariat (approves work plan and budget) and is responsible for supporting fundraising initiatives aiming at ensuring the financial sustainability of GWP CACENA.
- **Secretariat:** Executive body responsible for the day-to-day management and administration of the Regional programme activities.
- **Regional Advisory Committee (RAC):** GWP CACENA advisory body, which consists of experts from the region on a voluntary basis.

SCOPE FOR THE POSITION

The Regional Co-ordinator is the head of the Regional Secretariat and is accountable to the Regional Steering Committee (RSC) as well responsible for maintaining a close and effective relationship with GWPO. The position is responsible for the strategic implementation of the Regional Work Programme and ensuring the development of the GWP Regional Water Partnership in its goal to attain water security in the Region. To successfully fulfil the assigned tasks, the Regional Coordinator is hiring the Secretariat staff within the staff list approved by the Regional Council; Candidatures approval is the competence of the Regional Council.

SPECIFIC DUTIES

The Regional Coordinator is responsible for:

Regional Programme

- Based on the RAC strategic direction approved by the Regional Council, be responsible for all aspects in relation to development, planning, implementation, resource mobilization, reporting, financial management and administration of the Regional Work Programme, in collaboration with the GWP Partners in the region, other strategic regional funders and/or institutions, and GWPO.
- Develop, strengthen and nurture effective working relationships and synergies with co-operating allies (donors and lead regional partner institutions) and Country Water Partnerships (CWPs) and GWP CACENA network members and the focal points in the CACENA countries where they exist.
- Be proactively responsible for raising funds from financial partners active in the countries and regions of the GWP CACENA. This includes networking to find fruitful partnerships with other organisations and supervising all fundraising activities, regionally, to promote the GWP CACENA to its donors and prospective partners and ensure the resource mobilization goals are being achieved at a regional level.
- Ensure alignment to GWP strategic framework of programmes and projects undertaken in the region on behalf of GWP, including the supervision and provision of guidance to Programme/Project Managers.
- Establish (under the Regional Council decision) and coordinate the functions of a regional group of technical experts to assist with the implementation of the Regional Work

Programme.

- Ensure effective networking, communication and information sharing among GWP Partners and the CWPs within the region, which includes the promotion of lessons learnt between the GWP Partners, the CWPs, other RWPs and GWPO;

Management of Regional Secretariat

- Be responsible for the management and administration (including human resources management) of the Regional Secretariat, in collaboration with the host institution and GWPO, to ensure a high quality professional service to the GWP CACENA, CWPs within the region, GWPO and regional GWP Partners.
- Ensure the Regional Secretariat is staffed with high quality professional and motivated staff.
- Manage the Regional Database of Partners on behalf of GWPO.
- Co-ordinate, liaise and work very closely with the GWPO Network Officer for the region to ensure timely submission of regional inputs, development of synergies within the GWP Network and knowledge sharing across the GWP Network.
- Co-ordinate, liaise and work very closely with the host institution for the Regional Secretariat in order to ensure efficient and effective operations in the Regional Secretariat.

Regional Governance

- Report to the RSC on the progress of the GWP CACENA activities with quarterly reports (both narrative and financial).
- Act as Secretary to the RSC and to the General Assembly, taking part in meetings with the right of voice but without vote.
- Call the meetings of the RSC at the request of the Chair, as well as organise and prepare the necessary documents for all governance meetings.
- Support the RC to ensure compliance with the Conditions for Accreditation and the RWP statutes. This includes all GWP CACENA governance duties and the expansion of the GWP Partners base.
- Liaise and consult with the Chair and Co-Chair of the GWP CACENA on matters relating to the fundraising and implementation of Committee decisions.
- Any other responsibilities within the GWP CACENA Charter as assigned by the RC Chair and Co-Chair.

QUALIFICATIONS

The ideal candidate for the position of Regional Coordinator should have the following qualifications and abilities:

- Advanced degree (M.Sc. degree and above) in any or combination of the following fields: natural science, water management, economics, development studies, environmental and social sciences, engineering or any equivalent educational background.
- At least 7 years relevant experience in working with implementing large development programmes. The candidate must be familiar with and have sound knowledge and skills of planning, monitoring and evaluation of projects and programmes mainly in the field of environment and water resources management.

- Knowledge of the international context of IWRM and the major international organisations involved, including the aid agencies will be an added advantage
- Strong managerial leadership skills are essential including excellent organizational and analytical capabilities, setting priorities, take initiatives and complete work plan deadlines.
- Should accept and comply with the GWP CACENA Charter and the GWP Policy on Partners (2005), should see a regional perspective and have a neutral platform to ensure the value of tolerance, openness, transparency, responsibility, respect, gender sensitivity and solidarity.
- Should have experience in working with member-organizations of GWP CACENA and reside in one of the CACENA countries.
- Should have a flexible, diplomatic, friendly character, and should be objective, fair and open to cooperation, taking into account national and regional special aspects as well as the political environment.
- Ability to network at high political levels and across the Region to implement the Regional Program and to secure financing for the Regional Water Partnership.
- Good understanding of national governments economic development processes and experience of working with governmental development programmes as well as experience in working/collaborating with civil society.
- Fluency in English and Russian, written and spoken. Knowledge of other regional languages is an advantage.
- Effective PC skills (Excel, Word, power point, etc.). Good knowledge of computer programs that provide communications with CWPs in all over CACENA countries.