

Programme Assistant Officer

SADC Regional Water Action Programme

GWP Southern Africa and Africa Coordination Unit

Terms of Reference

- Reports to: GWPSA Africa Technical Advisor,
- Location: Gaborone, Botswana
- Contract: 3 years' year, 1 January 2020-December 2022
- Team Members: GWPSA/Africa Coordination Unit

1. Background

The Global Water Partnership (GWP) is an intergovernmental organisation established in 1996 to support countries in their efforts to implement a more equitable and sustainable management of their water resources. The network spans 13 regions with 2,400 institutional Partners in 158 countries. The global secretariat is in Stockholm, Sweden. The GWP Africa Coordination Unit is based at GWP Southern Africa (GWPSA) in Pretoria, South Africa and coordinates GWP Africa programmes across Africa. In addition, GWPSA hosts the GWP global theme on Climate resilience and is charged with providing global strategic leadership and coordination of implementation of the GWP strategy on climate resilience.

2. SADC Regional Water Programme

Water resources of Southern Africa are vital for sustainable economic and social development of the region. The resources are critical for meeting the basic needs related to water supply for domestic, industrial and agricultural requirements and for sanitation and waste management for over 250 million people. Over 70 per cent of the SADC region's fresh water resources are shared between two or more Member States, a situation that has been the basis for the development and adoption of a series of regional instruments to support the joint management and development of shared water courses.

The SADC instruments for water cooperation include the Regional Water Policy, adopted in 2005; the Regional Water Strategy adopted in 2006 and Regional Strategic Action Plan on Integrated Water Resources and Development Management which was first approved by SADC Summit in August 1998 to run in five-year phases. Within the SADC Secretariat, responsibility for increasing and facilitating cooperation in Water lies with the Water Division.

3. Programme Assistant Officer - SADC Regional Water Action Programme

GWPSA works in partnership with the SADC Member States (16 countries), SADC River Basin Organisations (RBOs) and SADC Secretariat, to implement the regional priority programmes and report to the sectoral SADC Ministers responsible for Water and ultimately the SADC Council of Ministers who provides policy direction and oversight to the implementation of SADC programmes. The key SADC instruments guide GWPSA's work programme development. To enhance coordination and strengthen GWPSA's support to the SADC water Agenda, GWPSA requires the services of a Programme Assistant Officer.

The Assistant Officer will be tasked with providing support to SADC Water Division in implementation of the SADC Regional Water Programme. The Assistant Officer will work under the guidance of the SADC Water Division and GWPSA Secretariat.

Specific duties will include:

- Support the implementation SADC water programme.
- Assist in implementation of SADC NEXUS, Transboundary programmes and others.
- Ensure linkages to the NEXUS and climate resilience programmes.
- Participate in NEXUS and Transboundary Water meetings to plan and report to project partners.
- Support the development and implementation of the GWP programmes as required.
- Support liaison and operational support to GWPSA and SADC secretariat.
- Support GWPSA in project committee meetings as required.
- Support SADC Directorate of Infrastructure in Coordination of regional activities such as Ministerial Meetings, Investor Conferences, Workshops, & Team building activities and budgeting of afore mentioned events.
- Assist with procurement of conference venues, using the SADC Travel Management System, Flights, processing of perdiem, promotional materials, project vehicles, office equipment and furniture using standards from source of Funders such as SADC, GIZ, EU and DFID.
- Support Experts with planning and budgeting of Divisional events using the SADC Integrated Management system (SIMS).
- Support the drafting of SADC internal & external correspondence.
- File all programme documents using the SADC Record Management System.
- Assist correspondence with SADC National Points, International cooperating Partners, Member States of Water, Energy, Meteorology, Transport, SADC implementing agencies, stake-holders.
- Assist the distribution of programme publications by emails or post to Member State and other stake-holders.
- Stage exhibitions during various meetings.
- Assist in preparation of high quality meeting and project reports.
- Provide Secretarial Support to Technical Experts and meetings

A. Experience and Qualifications

- Relevant post-graduate university degree, MBA, Public Administration, water engineering, environment, hydrology or natural resources management.
- Minimum 4 years' experience in transboundary water and environment.
- Experience in programme/project administration, management.
- Demonstrated experience in project coordination and reporting.
- Knowledge of transboundary water initiatives and transboundary river basin organisations.
- Experience with using various SADC Secretariat integrated systems such as SIMS for planning, budgeting, procurement and travel.
- Excellent interpersonal skills and ability to work in multi-cultural environment.
- Prior experience of working with GWP and SADC Secretariat at regional level desirable.
- Excellent English communication skills. Ability to communicate in French an advantage.

B. Application

To apply for the position, visit www.iwmi.org/jobs. Interested applicants should submit a one-page motivation letter addressed to julienne.ndjiki@gwpsaf.org and tendai.gandanzara@gwpsaf.org with curriculum vitae, and contact information of three professional referees who may be contacted if you are short-listed for the position. **Applications must be submitted by 24:00 (Colombo time) on 1 December, 2019.**