

Consultancy position

Executive and Communications Assistant

GWP Southern Africa and Africa Coordination Unit

Reports to: Executive Secretary (Executive Assistant), Strategic Communications Manager (Communications Assistant)

Location: Pretoria, South Africa

Duration: 12 months

1. Background

The Global Water Partnership (GWP) is an intergovernmental organization established in 1996 to support countries in their efforts to implement more equitable and sustainable management of their water resources. The network spans 13 regions with 2,400 institutional partners in 158 countries. The GWP Secretariat is in Stockholm, Sweden.

The GWP Africa Coordination Unit is based at GWP Southern Africa (GWP SA) in Pretoria, South Africa, and coordinates GWP programs across Africa. In addition, starting in January 2016, GWP SA hosts the GWP global theme on climate resilience and is charged with providing global strategic leadership and coordinating the implementation of the GWP strategy on climate resilience.

2. GWP SA/Africa Program: The Africa Water Investment Program

The GWP SA/Africa Coordination Unit has been reorganized to enhance coherence, coordination and synergies in the development and implementation of the GWP Africa thematic programs and projects. Building on the Water, Climate and Development Program (WACDEP) experience, all GWP thematic programs will be managed and coordinated under the umbrella of the Africa Water Investment Programme (AIP). The goal of AIP is to support countries in enhancing water security for job creation, climate-resilient infrastructure and implementation of the United Nations Sustainable Development Goals (SDGs). AIP includes the following:

- WACDEP
- Integrated Drought Management Program (IDMP)
- Associated Program on Flood Management (APFM)
- Water-Energy-Food-Ecosystems (WEFE) nexus program
- Transboundary water governance and environmental program
- Integrated urban water and sanitation program
- Independent, integrated economic analysis
- Partnerships for infrastructure and transaction management

3. Tasks to be performed

This position provides support to the Executive Secretary and the Strategic Communications Manager of Global Water Partnership Southern Africa.

Specific responsibilities include the following:

A. Executive tasks

- Make travel arrangements (accommodation, flights, etc.) for the Executive Secretary.
- Assist in managing the Executive Secretary's work calendar.
- Attend strategic meetings and take minutes as requested.
- Liaise with partners and strategic stakeholders.
- Undertake any other duties.

B. Communication tasks

- Create content for all GWP SA social media accounts and manage the platforms.
- Support global social media and content.
- Manage website (responsible for maintenance of the website, posting of all new content, and providing support to generating content).
- Create online newsletter every 2 months.
- Provide support to communications team in editing and reviewing stories.
- Write and publish stories for Impact magazine, annual report, e-newsletter, etc.
- Assist with photography/videography and editing.
- Provide support to liaising with selected Country Water Partnerships.
- Assist in organizing ambassadorial round table meetings.
- Undertake any other duties.

C. Logistics

- Provide logistical support when required.
- Attend and assist in taking minutes as requested.
- Undertake any other duties.

4. Supervision and relationships

- Reports to the Executive Secretary on executive tasks and the Strategic Communications Manager on communications tasks.
- Additional reporting on logistics will be to program staff responsible for specific projects.
- Maintains good working relationships with other team members in the GWP SA/Africa Coordination Unit, as well as other GWP Regional Project Managers.
- Participate in GWP SA team meetings and contribute to team building efforts.
- Works closely with the GWP SA program, finance, communication and knowledge management units.

5. Duration of assignment

The assignment will be for the period from August 7, 2018 to August 6, 2019

6. Professional qualifications and experience

The Executive and Communications Assistant shall have the following qualifications and experience:

- Undergraduate degree in a relevant field such as communications management or information systems. Possessing any further qualifications will be an advantage.
- One to two years of relevant experience in website development and/or management, with demonstrated communications and/or administration background.

- A sound understanding of GWP and its vision.
- Demonstrated problem-solving and online media skills.
- Experience in using Microsoft Office software, online media, Episerver content management system (CMS) and MailChimp (or similar platforms).
- Ability to work well under pressure, handle multiple tasks at once, meet tight deadlines and achieve task objectives within designated constraints.
- Excellent written communication skills (including strong editing skills).
- Working within multicultural and international environments.
- Ability to solve problems and make sound decisions quickly and efficiently.
- Sound proficiency in Spoken and written English. Proficiency in any other South African 5anguage will be an asset.

7. Applications

Individual consultants who meet all the above requirements are invited to submit their CVs to the following address **not later than August 10, 2018 (Friday)**

Tendai Gandanzara

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Tel: +27 12 430 2121

Email: Tendai.gandanzara@gwpsaf.org with a copy to Alex Simalabwi (alex.simalabwi@gwp.org)