



RECRUITMENT TERMS OF REFERENCE

Administrative & Financial Assistant

Integrated Transboundary River Basin Management for the Sustainable Development of the Limpopo River Basin

Financing Agency: Global Environment Facility (GEF)

Implementing Agency: United Nations Development Agency (UNDP)

Executing Agency: Global Water Partnership Southern Africa (GWP SA)

Location: The Limpopo River Basin in Botswana, Mozambique, South Africa and Zimbabwe

Duty Station: Maputo, Mozambique

Tenure: 4.5 years (2 years, renewable contract)

Background

The Global Environment Facility is funding the Integrated Transboundary River Basin Management (ITRMB) for the Sustainable Development project of the Limpopo River Basin. The implementing agency for the project is the UNDP and GWP Southern Africa is the executing agency, with strategic orientation provided by the Limpopo Watercourse Commission (LIMCOM). The project will be delivered in the four Members State of LIMCOM, namely, Botswana, Mozambique, South Africa and Zimbabwe. The Global Water Partnership (GWP) Southern Africa regional secretariat is based in Pretoria and the LIMCOM Secretariat (LIMSEC) is based in Maputo. GWP Southern Africa is currently recruiting staff who will support in executing the project. The Project Administrative Financial Assistant will be based in Maputo, in the LIMCOM Secretariat.

The GWP is an intergovernmental organisation 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 global secretariat is in Stockholm, Sweden. The GWP Africa Coordination Unit is based at GWP Southern Africa in Pretoria, South Africa and coordinates GWP Africa programmes across Africa. GWPSA also hosts the GWP global theme on Climate resilience and is charged with providing global strategic leadership and coordination of the implementation of the GWP strategy on climate resilience.

The Integrated Transboundary River Basin Management for the Sustainable Development of the Limpopo River Basin Project

Improved water resources management, including the equitable allocation of water between upstream and downstream countries and among urban and rural users, is a challenge for the future development of the Limpopo River Basin. The planned Global Environment Facility (GEF) funded project “Integrated Transboundary River Basin Management for the Sustainable Development of the Limpopo River Basin” will undertake a suite of activities designed to strengthen joint planning, development and management capacity and practices at the transboundary basin level. These activities include: strengthening the capacities of the LIMCOM Member States and Secretariat to support IWRM implementation at the basin level; addressing critical information gaps; developing information management tools for policymakers and other audiences to raise awareness of critical issues in the river basin; developing a Transboundary Diagnostic Analysis and Strategic Action Programme to support joint management; implementing pilot Sustainable Land Management (SLM) activities with of the aim of reducing land degradation; and supporting knowledge and information exchange with other RBOs to support the effective and efficient delivery of project results.

Project Administrative & Financial Assistant

The Administrative & Financial Assistant will support the strengthening of the financial management system for the LIMCOM Secretariat. The person will assist the Executive Secretary on LIMSEC finance and administrative issues and liaise with the Finance / Administration / Procurement Officer at GWP SA on the financial and administrative management of the GEF project. Specific duties will include:

1. Administrative support

- Support the implementation and the updating of the LIMCOM Organisational Governance and Policy Instruments (e.g., financial management policy guidelines; human resources management policies and procedures; procurement and asset management guidelines) working with LIMCOM structures.
- Ensure all governance and financial policies are aligned to host country requirements and respond to International Cooperating Partners requirements.
- Support the Executive Secretary in facilitating the operationalization of the governance and policy instruments and the management of accounting, finance and procurement systems with LIMCOM structures.
- Provide administrative support and take responsibility for all logistical arrangements as required.
- Support the establishment and operationalisation of the management of the accounting, finance and procurement systems.
- Facilitate the strengthening of the capacity of the LIMSEC staff in the management of accounting, finance and procurement systems.

2. Financial management support

- Assist the Finance / Administration / Procurement Officer (FAP) in keeping records of project funds and expenditures, and ensure all project-related financial documentation are well maintained and readily available
- Assist the FAP Officer in providing necessary financial information as and when required for project management decisions and project audits;
- Support as required in the development of annual budgets and tracking of project expenditure
- Assist the FAP Officer in consolidating financial progress reports submitted by the responsible parties on the implementation of project activities;
- Perform other duties as may be assigned from time to time

Required Skills and Experience

Education:

- University degree or equivalent in Business Administration, Accounting, or related field.

Experience:

- Minimum of 3 years of working experience in the area of Project Administration and Financial Management.
- Knowledge of working with development organisations is an asset
- Demonstrated experience in government and inter-departmental procedures;
- Demonstrated experience in providing office management support in particular provision of logistical support to execute tasks;
- Demonstrated experience in supporting logistical processes for diverse groups of stakeholder engagement processes;
- Demonstrated time-management and organizational skills and ability to work with minimum supervision in a team environment involving different cultures;
- Excellent inter- and intrapersonal skills for all forms of communication.

Language Requirements:

- Fluency in written/oral English and excellent computer knowledge (Word, Excel, PowerPoint).
- Fluency in written/oral Portuguese will be a distinct advantage

Competencies

1. Technical & Functional Competencies

- Knowledge of donor rules and regulations & donor compliance, especially GEF
- Data analysis skills
- Up-to-date knowledge and understanding of organisational procedures and guidelines
- Up-to-date knowledge and understanding of organisational strategic direction and financial framework
- Communication and report writing skills
- Demonstrate pro-activeness and responsiveness
- Ability to work as a team player and contribute to improving team performance

2. Development and Operational Effectiveness:

- Ability and willingness to perform a variety of specialized tasks related to Results Management, including support to design, planning, monitoring and implementation of the programme, managing data, and reporting.
- Ability to provide input to business processes re-engineering, and implementation of new systems, including new IT-based systems.

3. Leadership and Self-Management:

- Focuses on results for the client and responds positively to feedback.
- Consistently approaches work with energy and a positive, constructive attitude.
- Remains calm, in control and good-humoured even under pressure.
- Demonstrates openness to change and ability to manage complexities.

Applications

- Only short-listed candidates will be contacted within 4 weeks after the application deadline.
- To apply, submit Cover Letter, CV, and 3 References. Applications are accepted in English only and through the online application system (Bamboo):
<https://gwpsanpc.bamboohr.com/jobs/view.php?id=71>
- Qualified female candidates are strongly encouraged to apply.
- Questions can be directed to francina.phakamea@gwpsaf.org, cc mark.naidoo@gwpsaf.org
- Deadline: 12th October 2022 – 00:00 (midnight) Pretoria