Terms of Reference:

Programme Officer of the Global Water Partnership-Caribbean Water Climate and Development Programme

Background

The Global Water Partnership-Caribbean (GWP-C) has a mandate to assist Caribbean countries in achieving long-term water security through the sustainable management of their water resources. This is achieved through the promotion and implementation of Integrated Water Resources Management (IWRM) which is a participatory approach to managing water resources that involves engaging all sectors of the economy. The GWP-C is currently implementing a Water, Climate and Development Programme (WACDEP) for the Caribbean to support the implementation of the water related actions outlined in the Caribbean Community (CARICOM) Implementation Plan for the Regional Framework for Achieving Development Resilient to Climate Change.

The GWP-C is seeking a Programme Officer to assist in the execution of its WACDEP and to provide general support to the GWP-C work programme. This is an eight (8) month contract with a fixed all inclusive monthly fee of TT$10,000. Extension of the contract into 2016 will be dependent on the availability of funds. The duty station for this position is Port-of-Spain, Trinidad. If the successful candidate has to relocate to Trinidad to take up this post, the candidate will be responsible for all relocation expenses.

Duties and Responsibilities

Under the guidance of the WACDEP Programme Manager, the Programme Officer will be required to:

1. Provide administrative and logistic support for the GWP-C WACDEP, including organisation of workshops and meetings, document preparation and correspondence.
2. Serve as rapporteur for meetings and workshops.
3. Assist in financial reporting and processing of funds for WACDEP activities.
4. Input information, materials and data to the online WACDEP Knowledge and Information Platform.
5. Carry out background research to inform the WACDEP work programme.
6. Prepare and/or edit reports, training material, letters, papers, presentations and other information products on IWRM, climate resilience and water security issues.
7. Provide administrative and logistical support to the general GWP-C Secretariat work programme where needed.
8. Carry out other duties as assigned by the WACDEP Manager.

Qualifications and Experience Required

1. Masters in Water Resources Management, Environmental Science, Natural Resources Management, Biology or a related subject area.
2. Excellent research, technical writing and reporting skills.
3. Strong online research skills and competence in Microsoft Office.
4. Ability to work as a member of a team and deliver quickly.
5. Solutions oriented, proactive and creative.
6. Prior experience working on water related projects or programmes is desirable.

Reporting Arrangements

The WACDEP Programme Officer will report to the Programme Manager of the GWP-C WACDEP. Where necessary, the Programme Officer will be required to work in collaboration with the GWP-C Secretariat.

Submission of Applications

Interested applicants are asked to submit their curriculum vitae (CV), including the names and contact information for two (2) referees via e-mail by 9:00 a.m. (Atlantic Standard Time,) on April 13th , 2015 to the GWP-C WACDEP Manager at: wacdep@gwp-caribbean.org.

Along with their CV, applicants are also required to submit a short paper on the following topic: *"Is Integrated Water Resources Management (IWRM) a Useful Approach for Adaptation to Climate Change/Climate Variability in the Water Sector in Small Island Caribbean States?"* This paper should be between 800-1200 words excluding citations. The structure of the paper is flexible but will be assessed using the following criteria:

Content: Understanding/treatment of IWRM, Climate Change/Climate Variability, Caribbean water and climate issues, Small Island context (60%).

Organisation/Presentation: Clarity, progression of ideas, writing style, formatting (40%).

A minimum of six (6) references are required for the paper, cited using the Chicago Manual of Style.