**TERMS OF REFERENCE**

**PROJECT SUPPORT OFFICER (initially for 3 months, starting asap)**

**BACKGROUND**

The Global Water Partnership (GWP) vision is for a water secure world. Its mission is to support the sustainable development and management of water resources at all levels.

GWP was created to foster the implementation of integrated water resources management (IWRM): the coordinated development and management of water, land, and related resources by maximising economic and social welfare without compromising the sustainability of ecosystems and the environment.

GWP Central and Eastern Europe’s international network comprises 11 Country Water Partnerships in Bulgaria, Estonia, Hungary, Latvia, Lithuania, Moldova, Poland, Romania, Slovakia, Slovenia and Ukraine and close to 200 Partners located in 11 countries. For more information: [www.gwpcee.org](http://www.gwpcee.org)

**SCOPE OF THE POSITION**

**GWP seeks a Project Support Officer to engage in new project development and existing project implementation across GWP CEE’s portfolio.**

The Project Support Officer will be integrated in the Global Water Partnership Central and Eastern Europe (GWP CEE) Secretariat, based at the Slovak Hydrometeorological Institute in Bratislava, Slovakia, but will be able to work remotely from any of the 12 GWP CEE countries, with frequent travel around CEE region and beyond. S/he will be accountable to the GWP CEE Regional Coordinator and working closely with the GWP CEE Project Manager.

Note: Given COVID-19 restrictions, this position will work remotely until further notice.

**MAIN RESPONSIBILITIES AND TASKS**

1. **Project Coordination and Resource Mobilization**

* Identify funding sources and prepare or lead preparation for designing and submitting project concepts and proposals for financing
* Coordinate the implementation of projects, including performing quality control and providing technical guidance, financial monitoring, reporting coordination
* Ensure knowledge transfer for individual projects within and outside of the GWP network
* Contribute and cooperate with Financial Officer on a sound financial reporting for projects
* If needed, support consultants outsourced for individual projects.

1. **Strategic Support**

* Collaborate with all GWP CEE Secretariat staff in key corporate functional areas, including: (i) resources mobilization, (ii) cooperation with GWP CEE partners in the projects, (iii) GWP CEE Knowledge Management and (iv) communication of GWP CEE activities
* Contribute to the reporting obligations of GWP CEE.

1. **Administration**

* Manage project budgets, compile the inputs for reporting, organize working meetings and travel related to her/his assignment both in terms of content and logistics, in compliance with relevant GWP Guidelines
* Participate in Regional Council meetings and other meetings called by GWP CEE Regional Coordinator

**4.** **Qualifications**

*Personal*

• Enthusiasm, dedication, entrepreneurial spirit, “can-do” attitude

• Be able to work on their own initiative and with minimal supervision

• Be able to work independently and in a fast-paced environment and show initiative in designing and implementing new fundraising ideas and systems

• Must be able to multi-task and be detail-oriented

• Creativity and the ability to think “outside-of-the-water box” is desired

• Good team working skills

• Advocate and promotor of the vision and mission of the GWP CEE

• Flexibility; able to work under pressure and to deadlines

*Background*

• Bachelor’s degree (or higher) in the field of water management. environment, nature or social sciences

• Experience in preparing project applications and in participation in multi-partner projects

• Knowledge about EU and other funding schemes and network of suitable foundations in the CEE region and beyond – Horizon Europe, Interreg, LIFE etc.

• Experience in other non-governmental organizations

• Minimum of 3 years of work experience in a field related to natural resource management, climate change, or related fields (international experiences are a plus)

• At least 2 years work experiences in fundraising, project development and project management

• An ability to organize and plan effectively and proven experience in coordination and management of international projects, ability to work in multi-disciplinary teams, including governments, experts, civil society and the private sector;

• Knowledge of global and EU environmental standards and frameworks, e.g. the Paris Agreement, SDGs, Green Deal, Water Framework Directive, etc.  
• Good knowledge of water, climate and environmental issues in the CEE region is an advantage

• Experience in working in multicultural environments is an advantage

*Skills*

• Fluency in English is essential, knowledge of Slovak, Czech, Russian is a plus

• Excellent written and oral communications skills

• Proficiency in Microsoft Office

• Excellent computer skills and use of different tools for teleconference and online events

• Excellent organizational and networking skills, team-oriented attitude and ability to work independently.

Please send an interest letter in English, and your CV, by e-mail to [gwpcee@gwpcee.org](mailto:gwpcee@gwpcee.org) by 1 October 2021. For further information and questions on the position, contact veronika.vagoova@gwpcee.org

*Compensation*

Up to 2,800 EUR for each month of work and with the obligation to cover all tax and social security contributions as an independent contractor invoicing GWP CEE

*Contract Start Date*

Immediately

*Contract Duration*

For an initial period of 3 months, with a full potential for extension.