

CALL FOR the recruitment of a PROGRAMME OFFICER

The Global Water Partnership - Mediterranean is seeking to hire a Programme Officer for its Athens based Secretariat. The successful candidate will be hired by MIO-ECSDE, a civil non-profit society based in Greece, in its capacity as Host Institute for GWP-Med.

Details about the post are provided in the Terms of Reference in Annex I.

Type of Contract: 1 year, with possible renewal

Duty Station: Athens, Greece

Occupation: full time engagement

The Global Water Partnership (GWP) is a global action network of partner organisations supporting countries and regions in their vision for a water secure world. GWP's mission is to advance governance and management of water resources for sustainable and equitable development. Since 1996 when it was launched, GWP has grown into a network of over 3,000 Partner organisations, 13 Regional Water Partnerships and 87 Country Water Partnerships worldwide. Since 2000, GWP holds inter-governmental status (GWP Organisation). For more information: www.gwp.org

The Global Water Partnership – Mediterranean (GWP-Med) is responsible for the Mediterranean region, covering countries of the Near East, North Africa, Southeastern Europe and the European Union. GWP-Med is legally represented by the Mediterranean Information Office for Environment, Culture and Sustainable Development (MIO-ECSDE), holding non-governmental organization (NGO) status, based on a Host Institute Agreement between GWPO and MIO-ECSDE. GWP-Med is serviced by the GWP- Med Secretariat. For more information: www.gwpmed.org

1. Application procedure

Applicants are requested to study the Terms of Reference provided in Annex I. Interested candidates can apply by sending an e-mail to the attention of Ms. Zoe Karka, zoe@gwpmed.org with the indication "Application for Programme Officer" in the subject, attaching the following documents:

- a **cover letter** in English introducing themselves, their related skills and motivation for the position. The cover letter should be 1 page max.
- **Their comprehensive CV** in English (max. 3 pages), including contact details, past experience in similar posts and contact details for reference.

Only complete applications, accompanied by a cover letter shall be considered for the position. Please make sure you have provided all requested information. The deadline for applications is: 28 February 2020

2. Evaluation Procedure

Applications will be examined by an evaluation committee. The committee will examine the applications and accompanying CVs and motivation letter received in relation to the qualifications listed in the TORs. Applications which do not meet the required qualifications will be excluded from further evaluation. The Evaluation Committee will screen applications and only shortlisted candidates will be contacted for an interview.

Applicants called to an interview may be requested to submit in printed form prior to their interview all documentation supporting their declared qualifications. For the current position, a 6-month trial period applies. For further information or clarification for the post please contact Ms. Konstantina Toli, Senior Programme Officer in konstantina@gwpmed.org.

Athens, 3 February January 2020
Chairman of GWP-Med
Prof. Michael Scoullas

ANNEX 1: Terms of Reference

PROGRAMME OFFICER

JOB TITLE: Programme Officer, full time position

CONTRACT DURATION: 1 year, with possible renewal based on performance

REPORTS TO: Theme Leader, Urban Water & Non Conventional Water Resources

DUTY STATION: GWP-Med Secretariat in Athens, with national and international travel

SCOPE OF POSITION

The Programme Officer will support implementation and further development of GWP-Med's technical water solutions agenda. In that context, s/he will support the implementation, monitoring and reporting of related GWP-Med projects in the Mediterranean (indicatively Greece, Malta, Cyprus, South-eastern Europe as well as North Africa and Near East countries), in cooperation with the Line Manager, team members and partners. Activities include, but are not limited to, applications of non-conventional water resources, green/blue infrastructure in urban and peri-urban environment, water efficiency and optimisation of infrastructure, climate resiliency and Water-Energy-Food-Ecosystem Nexus solutions; complemented by capacity building, awareness raising and education for sustainable development. The position reports to the Theme Leader for Urban Water & Non Conventional Water Resources and involves national and international travel.

A. SPECIFIC DUTIES:

- Elaborates planning studies and technical fiches in support of on-going and new projects;
- Conducts field evaluations and assessments;
- Provides technical input for the implementation and documentation of programme activities directly within her/his technical expertise as per emerging needs. Technical input includes (the list is not exhaustive): technical reports, studies or part of studies, collection and synthesis of background information, stakeholders and institutional mapping and analysis etc.
- Handles administrative arrangements and needs as required for the execution of project activities s/he is assigned, including related to tendering, contracting, etc. in coordination with the Finance & Administration department;
- Plans and manages the implementation of assigned project activities, including related financial expenditures, under the supervision of the Line Manager and in coordination and guidance from GWP-Med Finance & Administration department.
- Oversees the work of consultants and contractors, monitors progress, assesses and reports end results;
- Supports the preparation of project annual and quarterly workplans and managerial reports in coordination with the Line Manager;
- Prepares working papers, meeting minutes and correspondence;
- Assists in building the capacity of local authorities and other pertinent partners on applying various technical solutions;
- Assists in the programmes' outreach activities, including presentation in public fora;
- Provides administrative and events' organisation support;
- Supports the development of new contents in related fields and associated new projects, including through supporting fundraising;
- Cooperates closely with other cross-cutting functions, such as communication and knowledge management to provide input and content;
- Performs other pertinent duties as required.

B. QUALIFICATIONS AND EXPERIENCE:

Required Qualifications

- MSc in one of the following areas: Environmental/Civil/Hydraulics/Mechanical/Chemical Engineering; Water Resources Management; Sustainable Development; or any related field of applied sciences;
- At least 7 years of professional experience in project management of technical projects for private entities/consultancy, non-profit organisations, research institutions, or public entities;
- Solid understanding and proven track record of applying technical solutions and or implementing technical projects;
- Fluency in English and Greek (written and oral). Good command of French and/or Arabic will be an asset;
- Fluency in PC use (internet, word, excel, presentations, database);
- Ability to travel in Greece and abroad

Desired Qualifications

- Experience in national and international projects on technical water solutions for sustainable development, including related to innovation;
- Other IT applications (AUTOCAD, web design and management, photo editing etc.);

Personal Qualities

- Keen interest on solutions for water security and sustainable development;
- Team player, with excellent cooperation and communication skills;
- Well-organised, resourceful with good planning and excellent problem-solving abilities
- Multi-tasking, creative and enthusiastic;
- Flexible, adaptable, quick-thinking and able to deliver assigned tasks successfully and responsibly within deadlines and, at times, under pressure;
- Committed to the Vision and Mission of GWP.