

Terms of Reference for a Project Assistant

Duty Station:	Athens, Greece
Contract Duration:	One year, with possible annual renewal (<i>contract to be made with MIO-ECSD, a civil non-profit society based in Greece, in its capacity as Host Institute for GWP-Med</i>)
Suggested Grade:	Project Assistant, full time position
Reports to:	GEF Drin Project Coordinator / GWP-Med Deputy Regional Coordinator (DRC) on Partnerships

1. Background.

a. In implementation of the GWP Strategy 2020-2025 in the Mediterranean, GWP-Med main fields of action include:

- Water solutions for the Sustainable Development Goals
 - Water Governance & Financing, including Private Sector Participation
 - Water-Energy-Food-Ecosystems Nexus
 - Source-to-Sea, including IWRM/Integrated Coastal Zone Management/Integrated Groundwater Management
 - Non-Conventional Water Resources Management, including for Integrated Urban Water Management
 - Water-Employment-Migration
- Climate Resilience through Water
- Transboundary Water Cooperation

Furthermore, GWP-Med works on engaging the private sector; contributing to gender equality; mobilizing youth for water resources management.

b. The Global Environment Facility supported Full Size Project “Enabling transboundary cooperation and integrated water resources management in the extended Drin River Basin” (GEF Drin project) and the GEF supported Medium Size Project “Enabling transboundary cooperation and integrated water resources management in the White Drin and the extended Drin Basin” are part of this agenda. Albania, North Macedonia and Montenegro are the beneficiaries of the first project while Kosovo is the beneficiary of the latter. The two projects are implemented by UNDP and executed by the Global Water Partnership (GWP) through GWP-Med; the latter is responsible for the realization of the projects, including hiring of Project staff. The projects are managed by a Project Coordination Unit (PCU), with staff in Tirana, Podgorica, Skopje, Pristina and Athens. **Given that the two Projects are jointly implemented, hereon they are referred to as ‘the GEF Drin Project’.**

The GEF Drin project provides the means for the implementation of the Memorandum of Understanding for the management of the Drin Basin (shared by Albania, Greece, Kosovo, Montenegro and North Macedonia) signed by the Drin Riparians on November 2011. The Drin Core Group (DCG) was established through the MoU to coordinate its implementation. Since 2011 the DCG has been acting as the *de facto* joint commission for the coordinated management of the Drin Basin. GWP-Med

is appointed through the Drin MoU as the Secretariat to the DCG providing technical and administrative support.

The GEF Drin project aims at fostering the joint management of the shared water resources of the Drin River Basin. This is achieved through: (i) building consensus among countries on key transboundary concerns and drivers of change, including climate variability and change, reached through joint fact finding; (ii) facilitating the agreement on a shared vision and on a program of priority actions deemed necessary to achieve the vision; (iii) strengthening technical and institutional capacities.

The Drin Transboundary Diagnostic Analysis (TDA) identified four transboundary problems. Pollution, disturbance of hydrologic and sediment transport and biodiversity degradation. Further to these, climate change is identified as an underlying transboundary problem influencing the magnitude and the effects of the rest. A Strategic Action Programme (SAP) was adopted by the DCG in the end of 2019 including agreed actions to address the root causes of the transboundary problems identified through the TDA. The SAP includes climate related actions.

Action is already undertaken to foster coordination among Riparians, donors and international organizations towards the implementation of the SAP, while a Partnership Conference will be organised at the end of the Project in this regard.

2. Duties and responsibilities

The Project Assistant (PA) will provide technical, organizational and administrative support to the GEF Drin Project. Additionally, the Project Assistant will provide related support to the Transboundary, Nexus and Source to Sea thematic work agendas with the aim to enable the GEF Drin Project implementation and create the conditions for securing support for the follow up activities to ensure SAP implementation.

The PA will work under the direct supervision of the GEF Drin Project Coordinator / GWP-Med Deputy Regional Coordinator (DRC) on Partnerships and Theme Leader for GWP-Med Themes Transboundary, Nexus and Source-to-Sea.

Support to Project and thematic activities implementation

- Provides day-to-day support to project and thematic activities implementation with the aim to enable conformity to expected results, outputs, objectives and work-plans.
- Assists in the preparation of quarterly/annual progress reports by acquiring and assembling the necessary information from project officers using reporting templates.
- Assists in project/thematic activities monitoring on the basis of related workplans.
- Drafts routine official correspondence/documents as per project/thematic activities needs.
- Manages the contact lists of project and thematic activities stakeholders.
- Maintains working-level contacts with partners and stakeholders.
- Manages the organization of events, workshops, roundtables, including the preparation and dissemination of information, and their follow-up communications. Follows up of travel arrangements and DSA payments for participants of events organized.
- Assists in the organization of field visits and staff missions as required by the project and thematic activities.
- Prepares all related background materials for discussions, correspondence and briefing sessions.
- Takes minutes of meetings.

- Cooperates with the Communications Department for related tasks, including related to updating projects' websites.
- Coordinates information flow to assist overall GWP-Med reporting and/or submission deadlines are met by project/programme staff.
- Supports the Project Coordinator/GWP-Med Deputy Regional Coordinator in performing duties.

Financial & Administration functions

- Prepares and maintains in cooperation with the GWP-Med Finance & Administration Department, the Project's service providers payment log file and ensures that contract files including procurement, deliverables, reports etc. are effectively stored.
- Procures needed supplies, including office equipment and furniture (including communication and audio equipment, supplies etc.).
- Manages and organizes everyday office work.
- Establishes a proper filing system and maintains files and documentation in good order.
- Ensures flow of information and dissemination of materials with all concerned.
- Performs any other duties as requested by the Project Coordinator/GWP-Med Deputy Regional Coordinator.

3. Required Skills and Experience

Education

Bachelor degree in the field of management or business administration or natural resources management or other relevant academic discipline.

Work Experience

At least 5 years of work experience in administrative and management support of office operating preferably within international or foreign projects or organizations.

Language requirements

Fluency in spoken and written English and French. Command of more languages, particularly Arabic, will be an asset.

IT skills

Proficiency in using the Microsoft Office suite (minimum Word, Excel, PowerPoint); knowledge of MS Project will be an asset.

Experience on Enterprise resource planning (ERP) software would be desirable.

Competencies

Corporate competencies

- Able to coordinate well with diverse individuals and teams and to negotiate effectively with colleagues and stakeholders to achieve results.
- Applies principles of ethics, integrity, transparency and non-discrimination and follows the organisation's ethos.
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.
- Treats all people fairly without favouritism.
- Fulfils all obligations to gender sensitivity and zero tolerance for sexual harassment.

Functional competencies

- Strong skills for project implementation.
- Strong interpersonal skills, communication skills, ability to manage external collaborators.
- Openness to change and ability to receive/integrate feedback.
- Ability to work under pressure and stressful situations.