

Consultant – BUPUSA Administrative Assistant

BUZI, PUNGWE AND SAVE (BUPUSA) TRI-BASIN PROJECT

Background

Mozambique and Zimbabwe share at least five river basins (or sub-basins), namely Limpopo, Zambezi, Buzi, Pungwe and Save. The Buzi, Pungwe and Save basins are exclusively shared by the two countries and drain into the Indian Ocean. Cooperation in the Buzi, Pungwe and Save river basins is driven by water resources development and management projects which require the two countries to cooperate.

The Revised Protocol on Shared Watercourses in the Southern African Development Community (SADC) was signed in 2000 with the objective of fostering closer cooperation for judicious, sustainable and coordinated management, protection and utilization of shared watercourses, and to advance the SADC agenda on regional integration and poverty alleviation. The Protocol entered into force in 2003 and calls for the need to establish river basin institutions, such as river basin commissions, joint water commissions and water sharing agreements.

In 2002, Mozambique and Zimbabwe established a Joint Water Commission (JWC). JWC is the cooperative instrument between the riparian states, and is intended to act as technical advisor to the parties on all technical matters relating to the development and utilization of water resources of common interest. Mozambique and Zimbabwe are also parties to river basin commissions, such as the Zambezi Watercourse Commission and the Limpopo Watercourse Commission. In 2016, Mozambique and Zimbabwe signed the Pungwe Basin Bilateral Agreement to institutionalize transboundary water management in the Pungwe Basin. Adoption of the Pungwe Basin Bilateral Agreement paves the way for the establishment of a bilateral institution that will be responsible for the implementation of the Bilateral Agreement on the Pungwe Basin. However, there are serious considerations to bring the Buzi, Pungwe and Save basins under one transboundary water management institution, forming a tri-basin organization.

SADC is now implementing the fourth phase of the Regional Strategic Action Plan (RSAP IV) on Integrated Water Resources Development and Management, and Global Water Partnership Southern Africa (GWP SA), as an implementing partner, is supporting the implementation of the RSAP IV within the framework of the SADC-Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) Transboundary Water Management (TWM) program. In order to continue the progress made through the signing of the Pungwe Basin Bilateral Agreement, the SADC-GIZ Transboundary Water Management program is supporting the governments of Mozambique and Zimbabwe, in partnership with GWP SA, to build on the outputs and results of previous projects. Previous projects include the Swedish International Development Cooperation Agency (Sida)-funded Pungwe program, which supported the negotiations on the Pungwe Basin Bilateral Agreement.

The objective of the Buzi, Pungwe and Save (BUPUSA) Tri-basin Project is to support a bridging phase to strengthen cooperation and institution building in the Buzi, Pungwe and Save river basins.

The project will mainly focus on supporting the ongoing negotiations on the Buzi and Save River Basin Water Sharing Agreements, and establishment of the BUPUSA Tri-basin Institution.

Therefore, the specific objectives of the project are as follows:

- Facilitate the elaboration and finalization of the Buzi Water Sharing Agreement.
- Facilitate the negotiations and drafting of the First Draft Save Water Sharing Agreement.
- Conduct preparatory work for the establishment of the BUPUSA Tri-basin Institution, which will oversee the implementation of the Buzi, Pungwe and Save Water Sharing Agreements.

This initiative by the governments of Mozambique and Zimbabwe, supported by the SADC Directorate of Infrastructure and Services, Water Division, will be implemented for approximately one year and managed through a Grant Agreement between GIZ and GWP SA.

Project Implementation Unit

A Project Implementation Unit (PIU) will be established to assist the main basin integrated water resources management (IWRM) institutions to plan, coordinate, implement, manage and monitor the activities supported by the project in collaboration with national and international partners.

The project will be managed by GWP SA on behalf of the ministries responsible for water resources in the governments of Mozambique and Zimbabwe. Project implementation will be carried out by PIU, housed in the Administração Regional de Águas do Centro (ARA) Centro Office in Beira, Mozambique. The PIU consists of a Project Coordinator and a Project Administrative Assistant. The PIU will be supported by a Program Officer based at the GWP SA office in Pretoria, South Africa. The GWP SA Regional Program Manager: Transboundary Water and Environment based at the GWP SA office in Pretoria, South Africa, will be responsible for management of the Grant Agreement.

Position

The BUPUSA Administrative Assistant will support the BUPUSA Project Coordinator while working closely with the GWP SA Finance and Administration Manager and the BUPUSA Project Officer. He/she will support the day-to-day administration and procurement for the project in accordance with GWP SA and International Water Management Institute (IWMI) internal controls, and the Project Grant Agreement.

Reporting

The BUPUSA Administrative Assistant will report to the BUPUSA Project Coordinator.

Duty station

Beira, Mozambique, or Chimoio, Mozambique, depending on the location of Project Coordinator.

Duration of assignment

Approximately 6 months subject to final Project Agreement timeline and funding availability.

Duties and responsibilities

The BUPUSA Administrative Assistant will undertake the following duties:

- Develop and maintain an efficient and effective filing system of all administrative documents and contracts.
- Provide overall office facility, procurement and supplies management in compliance with the Grant Agreement, and GWP SA and IWMI internal procurement procedures.
- Formulate event budgets and source quotations for services.

Coordinate logistics for BUPUSA project meetings and events, and provide Secretariat support to the Project Management Committee, Technical Management Committee and Technical Advisory Committee as required.

Understand, apply and enforce GWP SA, IWMI and donor financial procedures, regulations and reporting to ensure contractual compliance.

Check and ensure adherence to GWP SA and IWMI institutional internal administration controls.

Coordinate travel and ground transport for BUPUSA project events and meetings.

Support budget development and administration.

Understand the full aspects of the BUPUSA project administration and financial management.

Manage the project event calendar, including meetings.

Assist in the day-to-day accounting functions and recording of accurate expenditure.

Receive and check expenditure receipts and reconciliations.

Support the preparation of minutes of meetings, project reports and outputs in accordance with the project document and work plan.

Any other duties assigned by the Project Coordinator.

Professional qualifications

The BUPUSA Administrative Assistant shall have the following qualifications:

An appropriate university degree or equivalent professional qualification in administration and office management.

Computer literacy in financial accounting software/systems and spreadsheets, and use of the internet and online communication tools.

A very good service approach and service management.

Very good personal organization and priority setting skills, as well as the ability to meet deadlines and being accountable for their service.

Excellent knowledge of project administrative and operating protocols and policies.

An understanding of natural resource management and development issues in the region and Africa.

Experience in procurement under donor-funded projects or programs.

Fluency in spoken and written English. Knowledge of languages spoken in the Buzi, Pungwe and Save basins will be an added advantage.

Requirements and submission deadline

Interested candidates should send an application letter highlighting suitability for the advertised position and a detailed curriculum vitae by email to:

Mr. Tendai Gandanzara (Tendai.Gandanzara@gwpsaf.org) and copied to Ms. Cathrine Mutambirwa (cathrine.mutambirwa@gwpsaf.org).

Application deadline: January 18, 2019 (Friday)