

ZAMBEZI WATERCOURSE COMMISSION



EMPLOYMENT OPPORTUNITY

- Position:** Executive Secretary
Institution: Zambezi Watercourse Commission (ZAMCOM)
Duty Station: Harare, Zimbabwe
Duration: Three year fixed-term contract, with a possibility of renewal for one further term
Remuneration: A competitive package by regional standards and commensurate with qualifications and experience of the potential candidate

The Zambezi Watercourse Commission (ZAMCOM), an intergovernmental river basin organization established to promote the cooperative and coordinated management and development of the Zambezi Watercourse, invites applications from citizens of the Member States (excluding the ZAMCOM host country - Zimbabwe) of the Zambezi Watercourse Commission for the position of **Executive Secretary** of ZAMCOM.

Reports to: Council of Ministers through ZAMCOM Technical Committee

Duties and Responsibilities

- (a) Responsible for the effective and efficient functioning of the ZAMCOM Secretariat as administrative head;
- (b) Responsible for appointing supporting administrative personnel of the Secretariat in accordance with the procedures and the terms and conditions of service determined by Council;
- (c) Responsible for preparation and submission of the annual budget to the Technical Committee for its consideration and recommendation to the Council;
- (d) Responsible for fiscal management of the Commission's resources
- (e) Responsible for advising ZAMTEC, Council of Ministers and member states on all issues relating to sustainable water resources management and development in the Zambezi River Basin,
- (f) Responsible for coordination and supervision of implementation of the Commission's projects.
- (g) Responsible for the preparation and submission of a Strategic Plan to the Technical Committee for its consideration and recommendation to the Council;
- (h) Responsible for preparation and submission, annually, to independent external auditors appointed by the Council the books and accounts of the Commission;
- (i) Responsible for preparing the ordinary and extraordinary meetings of the Council and the Technical Committee;
- (j) Facilitate, coordinate and streamline the support from international cooperating partners;
- (k) Liaison with the SADC Secretariat in the context of the SADC Revised Protocol on Shared Watercourses;

- (l) Responsible for reporting annually to the Technical Committee on activities as well as programmes and projects – planned, initiated or executed; and
- (m) Perform all such other functions as the Council or the Technical Committee may from time to time assign.

Basic Qualifications and Experience

- (a) At least a Master’s degree or equivalent qualification in, preferably, one or more of the following areas: natural resources management; environmental engineering/management; management; water resources engineering/management; development economics ;or international water law
- (b) At least eight (8) years of experience in policy development and implementation at a senior executive level; and proven record of high level management preferably in international organisations dealing with water resources management related matters
- (c) Good experience in dealing with water-related negotiations in trans-boundary contexts and the associated sensitivities in the SADC region and/or elsewhere
- (d) Should demonstrate fluency and proficiency in at least one of the official languages of ZAMCOM

Additional/Advantageous Experience

- (e) Demonstrated experience in institutional development, managing dynamic and emerging institutions
- (f) Experience in developing financial, human resource management, data and information systems
- (g) Experience in fund raising and resource mobilisation strategy development and coordination
- (h) High level experience in working with governments, cooperating partners, civil society and inter-governmental organisations
- (i) Experience in coordinating/evaluating portfolios of complex and multi-stakeholder development projects, preferably in natural resources management

Attributes/Skills/Competencies

- (a) A well rounded person with strong communication skills and an interest and ability to learn
- (b) Transparency and accountability (upon request the candidate should be able to provide references of transparency and accountability in all aspects of institutional management); diplomatic skills and integrity are pre-requisites for the position
- (c) Demonstrated management capacity in multi-country regional programmes/projects in the context of trans-boundary cooperation
- (d) Knowledge of integrated water resources management and development
- (e) Understanding of development needs of the Riparian States; and aspirations and vision of ZAMCOM
- (f) Networking skills and the ability to facilitate stakeholder engagement

Where to send applications:

Interested candidates should send their applications including a cover letter; detailed CV, certified copies of relevant certificates and details (Names, Email addresses and Phone Nos) of three traceable referees by e-mail addressed to: zamcom@zambezicommission.org and copied to kennethnyundu@gmail.com

Please note that only shortlisted candidates will be contacted. Closing date for receipt of applications is: **Friday, 16th March, 2018**

