

Executive Secretary

Job description

JOB TITLE:	Executive Secretary
REPORTS TO:	Regional Chair
TEAM MEMBERS:	Regional Secretariat staff
LOCATION:	Regional Secretariat based in Ouagadougou /Burkina Faso

BACKGROUND

The Global Water Partnership (GWP) is a global action network of partners supporting countries and regions in the sustainable development and management of water and related resources worldwide. GWP's vision is for a water secure world, in which communities are protected from floods, droughts, and water borne diseases, and where environmental protection and the negative effects of poor water management are effectively addressed. The GWP Network is supported and guided by the Global Water Partnership Organisation (GWPO), an intergovernmental organisation based temporarily in South Africa, which supports the Global Water Partnership through the structures established to group the Global Water Partnership Partners. GWP provides its Partners around the world with a neutral platform to uphold the values of inclusiveness, openness, transparency, accountability, respect, gender sensitivity, and solidarity. The West African Regional Water Partnership (GWP-WA) is a Regional Water Partnership (RWP) within the GWP Network. GWP-WA brings together governmental, non-governmental, educational, private and civil groups and all water related institutions and sectors in the region, for purposes of supporting countries in the sustainable management of their water resources. The GWP Partners constitute the GWP General Assembly of the regional network bringing to the network expertise, experience, information and commitment to facilitate an integrated approach to water resources throughout the region.

To deliver its work in the region, GWP-WA has a governance structure with three parts:

- **General Assembly:** Representative body of the regional network which meets every two years to set strategic directions and policies;
- **Steering Committee:** Executive supervisory body which provides strategic decisions and guidance to the Regional Secretariat (approves work plan and budget) and is responsible for supporting fundraising initiatives aiming at ensuring the financial sustainability of GWP-WA;
- **Executive Secretariat:** Responsible for the day-to-day management and administration of the Regional programme activities;
- **The Technical Committee:** A consultative organ whose mission is to ensure the prospective reflection, give opinions and ensure the quality assurance of all the Partnership programs.

SCOPE FOR THE POSITION

The Executive Secretary is the head of the Regional Secretariat and is accountable to the Regional Steering Committee (SC) as well responsible for maintaining a close and effective relationship with GWPO. The position is responsible for the strategic implementation of the Regional Work Programme and ensuring the development of the GWP-WA in its goal to attain water security in the Region.

SPECIFIC DUTIES

The Executive Secretary is responsible for:

Regional Programme:

- Based on the SC strategic direction, be responsible for all aspects in relation to development, planning, implementation, resource mobilization, reporting, financial management and administration of the Regional Work Programme, in collaboration with the GWP Partners in the region and other strategic regional funders;
- Develop, strengthen and nurture effective working relationships and synergies with allies (donors and lead regional partner institutions) and Country Water Partnerships (CWP) where they exist;
- Be proactively responsible for raising funds from financial partners active in the countries and West Africa Sub-region. This includes networking to find fruitful partnerships with other organisations and supervising all fundraising activities, regionally, to promote GWP-WA to its donors and prospective partners and ensure the resource mobilization goals are being achieved at a regional level;
- Ensure alignment to GWP strategic framework of programmes and projects undertaken in the region on behalf of GWP, including the supervision and provision of guidance to Programme/Project Managers;
- Coordinate the collaboration between the Secretariat and the regional Technical Committee to assist with the implementation of the Regional Work Programme;
- Ensure effective networking, communication and information sharing among GWP Partners and the CWPs within the West African region, which includes the promotion of lessons learnt between the GWP Partners, the CWPs, other RWPs and GWPO.

Management of Regional Secretariat:

- Be responsible for the management and administration (including human resources management) of the Regional Secretariat, in collaboration and GWPO, to ensure a high quality professional service to GWP-WA, CWPs within the region, GWPO and regional GWP Partners;
- Ensure the Regional Secretariat is staffed with high quality professional and motivated staff.
- Manage the Regional Database of Partners on behalf of GWPO;
- Co-ordinate, liaise and work very closely with the GWPO Network Officer for the region to ensure timely submission of regional inputs, development of synergies within the GWP Network and knowledge sharing across the GWP Network;
- Co-ordinate the Regional Secretariat in order to ensure efficient and effective operations in the Regional Secretariat.

Regional Governance:

- Report to the SC on the progress of the GWP-WA activities with quarterly reports (both narrative and financial);
- Act as Secretary to the SC and to the General Assembly, taking part in meetings with the right of voice but without vote;
- Call the meetings of the SC at the request of the Chair, as well as organize and prepare the necessary documents for all governance meetings;
- Support the SC to ensure compliance with the Conditions for Accreditation and the GWP-WA statutes. This includes all GWP-WA governance duties and the expansion of the GWP Partners base;
- Liaise and consult with the Chair of the SC on matters relating to the fundraising and implementation of Committee decisions;
- Any other responsibilities as assigned by the SC Chair.

QUALIFICATIONS

The ideal candidate for the position of GWP-WA Executive Secretary should have the following qualifications and abilities:

- Advanced degree (M.Sc. degree and above) in any or combination of the following fields: natural science, water management, economics, development studies, environmental and social sciences, engineering or any equivalent educational background;
- At least 10 years relevant experience in working with implementing large development programmes. The candidate must be familiar with and have sound knowledge and skills of planning, monitoring and evaluation of projects and programmes mainly in the field of environment and water resources management;
- Knowledge of the international context of IWRM and the major international organisations involved, including the aid agencies will be an added advantage;
- Strong managerial leadership skills are essential including excellent organizational and analytical capabilities, setting priorities, take initiatives and complete work plan deadlines;
- A flexible, diplomatic, friendly and cooperative personality with a sensitive approach to national and regional political environments;
- Ability to network at high political levels and across the Region to secure financing for the Regional Water Partnership;
- Good understanding of national governments economic development processes and experience of working with governmental development programmes;
- Fluency in English and French, written and spoken. Knowledge of Portuguese is an advantage;
- Effective PC skills (Excel, Word, PowerPoint, etc.);
- Citizenship of one of the ECOWAS or AES member states.