

SENIOR NETWORK OFFICER

JOB TITLE: Senior Network Officer (SNO)

REPORTS TO: Deputy Executive Secretary (DES)

TEAM MEMBER: Network Operations Team (NOP)

SALARY CATEGORY: C. Senior Network and Administrative Officers

BACKGROUND:

The Global Water Partnership (GWP) is a worldwide network which has for over a decade successfully been supporting countries in their efforts to implement more equitable and sustainable management of their water resources. During this period, GWP focus has gradually expanded from global to regional, national and sub-national level. Created in 1996, the network spans over 65 countries in 13 regions, with its secretariat located in Stockholm, Sweden. For more information, visit www.gwpforum.org

SCOPE OF THIS POSITION:

GWPO employs a number of Senior Network Officers who are responsible for coordination of the GWP Network activities in one or more of GWP's 13 Regions. The SNO is the link between the regions and the Secretariat, acts as an ambassador for the regions and supports the regions in the implementation of the GWP Strategy 2009 – 2013 and associated annual work plans. The SNO works at the interface of the global and regional levels and is a resource person who responds to the needs emerging in the regions, maintaining GWP's network standards at global level. The SNO is regarded as a representative, advocate, and spokesperson of the regions within the GWP Secretariat and is regarded as the representative of the Secretariat within the regions. The NO is responsible monitoring the financial and programmatic performance of his/her region within the agreed strategy and work plan.

LOCATION: GWPO Secretariat in Stockholm with international travel

REGIONAL FOCUS: West & Central Africa.

SPECIFIC DUTIES:

1. Member of Network Operations Team within Secretariat

- Identify and ensure that necessary GWPO support to regions is identified and support efforts to ensure that it is effectively provided.
- Ensure sharing of regional information, experiences and knowledge, in particular to ensure links and coordination between the regions and the GWP Technical Committee and development of material for the GWP ToolBox.
- Work with Secretariat Communications Team to enhance strategic communication and exchange between regions and with global GWP entities.
- Support global network processes and activities and function as a thematic resource person in an area of interest and competence for capacity development at all levels.
- Serve as the Secretariat focal point and coordinator for key strategic partners.
- Contribute effectively to activities of the Network Operations Team and of the Secretariat.

2. Support and capacity building to Regions on strategic and programmatic matters

- Act as an, ambassador and liaison person for the region, to facilitate inter-regional cooperation and to advocate regional issues and needs (including financial needs) within the Secretariat.
- Facilitate sharing of information and experiences including through promoting development and use of the GWP ToolBox.
- Coordinate with UN Agencies, funding agencies and knowledge development organisations at the regional level to support the regions on knowledge exchange.
- Give guidance, support and strengthen the development of partnerships and networks at regional and country levels.
- Support development and implementation of regional strategies and work programmes.
- Facilitate and support regional fund raising strategies and activities.
- Support monitoring and reporting of regional and country activities and achievements through application of the “Outcome Mapping” methodology.

3. Governance at regional level

- Responsible for management and supervision of the regions’ Host Institution (HI) agreements; support HI selection process; evaluate, follow up and liaison on HI performance including participation in assessments for renewal or termination of agreements.
- Support regional capacity building efforts for improved administrative, management and governance procedures by facilitation of contacts between regions and with the Secretariat.
- Monitor regional budget and reporting requirements (both financial and programmatic) in coordination with Secretariat Finance and other Officers, providing advice and support as required.
- Ensure regional understanding and implementation of Policy on partners and Accreditation process.
- Represent GWPO in the Regional Partnership Steering Committee.
- Support the work of the Regional Coordinator and other RWP personnel.

4. Representation

- Support the regional offices in preparation for and participating in regional and international meetings, workshops and seminars as presenter, lobbyist and advocate to promote GWP as supporter of IWRM as a means to foster equitable and sustainable use of water.
- Advise, guide and support the regional offices in making strategic political contacts for policy influence and support to GWP.
- Support the region in preparing regional activities to enhance GWP visibility including in contacts with outside bodies including the press.

5. Specific Duties for West & Central Africa Regions

- Support the region in its relationships with representative regional organisations including ECOWAS, INBO and river basin organisations such as OMVS, Niger, Volta, Gambia and other Basin Authorities.
- Support the GWP Regional Chairs and Regional Coordinators in the implementation of the MoU between GWP and the African Ministerial Council on Water, working in coordination and cooperation with other SNOs responsible for other African GWP Regions.
- Liaise and support the regional secretariats, country water partnerships and Programme Managers in preparing and implementing specific programmes including Programme for African Water Development (PAWD) and the EU PIWAG project.

QUALIFICATIONS AND EXPERIENCE:

The majority of activities in the West and Central African Region are funded through a contribution agreement from the European Commission (EU Water Facility Project funds). Certain other activities are funded by the Netherlands (Programme for African Water Development, PAWD), through core funding from the GWPO budget and through locally raised funds. The SNO is required to have good knowledge and prior experience of managing EC funded projects as well as of managing development grant funded projects and programmes.

The SNO is required to be fluent in French (written and spoken) and to have a good working knowledge of written and spoken English which is the working language of the GWPO Secretariat. Working knowledge in other major languages will be considered an advantage.

In addition, the SNO shall have:

- Advanced degree in natural science, water management, environmental economics, social science or any equivalent education.
- At least 10 years experience in water resource management with good knowledge and understanding of the principles of IWRM.
- At least 10 years of experience managing development programmes in multi-stakeholder environments, preferably with water and environmental issues.
- Experience in working at senior political levels with thematic lobby and advocacy for policy influence.
- Excellent organisational and strategic planning skills to analyse, set priorities, take initiatives and complete work meeting deadlines with minimal supervision.
- Experience in project cycle management: from proposals development to implementation, monitoring and evaluation of programmes related to natural resources management in developing countries.
- Excellent communication skills with proven ability to communicate effectively with individuals and in small and large inter-disciplinary groups as colleague, coach, participant, facilitator and speaker for capacity development and for reaching common understanding and agreement.
- Familiarity with organisation of meetings and preparation of written materials for/after meetings.
- Experience in fundraising; strategically and operationally.
- Ability to work within a multidisciplinary team and to facilitate change.
- A flexible, friendly and cooperative personality with a sensitive approach to regional and national political environments.

GWP offers a three year contract with the possibility of extension.

Please send your application in English (the official working language of GWPO) to by e-mail vacancies@gwpforum.org by 30 April 2009 at the latest.

The GWP website www.gwpforum.org gives you general information about the Global Water Partnership and our activities. For further information and questions on the position, please contact Marie Gunnarsson, Head of HR and Administration at 08-522 126 43.

Please note that only short listed candidates will be contacted.

GWP is an equal opportunity employer.