

**Designation: GWPSA REGIONAL EXECUTIVE SECRETARY (RES)**

**Duty post: PRETORIA, SOUTH AFRICA**

**Purpose:**

*To develop, fund raise for, promote, manage and oversee implementation of GWPSA strategies and programmes (regional and continental), as well as develop and nurture political and programmatic relationships with key institutions and GWP Partners, for meaningful and effective delivery of the programmes.*

*To ensure effective governance of GWPSA by adhering to the network and institution's policy instruments (through the GWPSA Board) and to support the strengthening of Country Water Partnerships on programme development, governance, network operations, communication and knowledge management.*

*The RES is responsible for efficient operational systems and financial integrity of GWPSA and as the overall manager of GWPSA - manages the Secretariat staff to develop and implement relevant programmes, ensure compliance with legal, governance, contractual and financial frameworks to achieve significant outcomes and impact in the region and Africa.*

**The RES is responsible for:**

- ❖ Providing leadership to GWPSA and driving GWPSA strategies;
- ❖ Managing the GWPSA Secretariat staff to ensure effective development of and efficient delivery of the GWPSA and Africa programmes as well as to ensure a high quality professional service to the Partnership and outside;
- ❖ Ensuring development of relevant programmes, effectively conduct programming, planning and budgeting with the GWPSA and Africa Coordination Unit (CU) staff, coordinate, manage, administer, monitor implementation and provide quality assurance for delivery of the GWP-SA and Africa programmes, strategies and work plans ensuring relevance and impact. Also responsible for regional contributions to global GWP strategy development and reporting;
- ❖ Effective and efficient budget development and financial management oversight (including financial audits) of GWPSA and Pan-African Programmes to ensure compliance and accurate reporting to The GWPSA Board, GWPO and donors, as well as ensuring GWPSA's financial integrity;

- ❖ Regional fund raising for the GWPSA and supports coordination of fund raising for Africa programmes (working with the Senior Programme Manager and technical programme team, GWPSA RTEC, GWPSA Chair, GWPO (Stockholm team), GWP in Africa and Strategic Partner organisations);
- ❖ Ensuring effective network functioning and linkages for sound operations, good governance and effective programme planning and delivery through operational, institutional, knowledge management and communications and technical programme development, support and delivery for GWPSA's CWP's.

#### The RES must possess:

- A Masters degree preferably in any natural resource / environmental related and /or development field;
- Extensive experience (at least 10 years) with an established reputation in the natural or social sciences related to land and water resources in the SADC region and a broad understanding of African and global issues and policy processes;
- Senior management and institutional development experience (at least 5 years) in a regional or international developmental institution, to ensure GWPSA is effectively structured, administered, staffed and funded to meet the goals and mission of the multi-partner IWRM and development organization;
- Experience and skills in leading and managing teams at national, regional and continental levels;
- Demonstrated project management, M&E and reporting experience – emphasizing outcomes and impact
- Demonstrated capacity to develop partnerships with strategic organizations (socio-political and technical), work collaboratively and have experience serving on partner organization boards and Steering Committees
- At least ten years of fundraising experience working with international donor funded programmes and demonstrated success and good relationships with the relevant donor community;
- Eloquence - with an excellent command of the English language, also with strong written communication and presentational skills;
- A working understanding of French and / or Portuguese would be an asset
- Excellent knowledge of relevant GWPSA/GWPO and IWMI administrative and operating protocols and policies;
- Ability to manage complex situations and facilitate the establishment of multi-stakeholder platforms & processes; and have a very good service approach
- **Citizenship of one of the 15 SADC member states**

#### Other requirements:

- Familiar with the implementation of the GWPSA and Africa wide programmes and multi-stakeholder processes at multi-levels, within a multidisciplinary, multicultural setting; and understands the core business and modes of operation of GWPSA;

- Working knowledge and experience working with River Basin Organisations, SADC and other RECs, familiarity with key pan-African institutions such as AMCOW (and ANBO) is necessary and knowledge of necessary protocols;
- Ability to deal with discretion on sensitive issues and to respond positively to challenges
- Flexibility, creativity and effectiveness in working collaboratively in a multi-cultural network environment;
- Ability to work independently and give direction as well as accept guidance and criticism from others where appropriate;
- Ability to manage multiple responsibilities simultaneously;
- Flexibility in fast paced environment of ambiguity, rapidly changing priorities and tight deadlines; and ability to manage multiple responsibilities simultaneously;
- Must have very good personal organization and priority setting abilities to meet deadlines;
- A willingness to work non standard hours and/or occasional weekends;
- Frequently travel internationally.

#### **Application package:**

Applications should consist of:

- A full CV (including at least 3 references – names and full contact details)
- A self-motivational letter clearly indicating why she or he believes they should be considered for the GWPSA Regional Executive Secretary position (addressed to the GWPSA Chair)

#### **Closing date & time:**

**25<sup>th</sup> April 2016 (12.00/noon South African time).**

***Late applications will not be considered.***

Applications should be submitted to GWPSA Chair – Dr Kuri F. Tjipangandjara at email: [Tjipangandjarakf@iway.na](mailto:Tjipangandjarakf@iway.na) and GWPSA Finance & Administration Manager – Mr Tendai Gandanzara at email: [t.gandanzara@cgiar.org](mailto:t.gandanzara@cgiar.org) with copies to GWPSA Regional Executive Secretary ([r.beukman@cgiar.org](mailto:r.beukman@cgiar.org)) and IWMI HR Viranga Kularatne ([v.kuluratne@cgiar.org](mailto:v.kuluratne@cgiar.org))

*Only short-listed candidates will be informed of the outcome of the first phase of the application process. If you have not heard from GWPSA-IWMI by 31<sup>st</sup> July 2016, please consider your application unsuccessful.*