

Water, Climate and Development Programme

Programme Assistant

Job description

BACKGROUND

The Global Water Partnership (GWP) is an intergovernmental organisation established in 1996 to support countries in their efforts to implement a more equitable and sustainable management of their water resources. The network spans 13 regions with more than 2,600 institutional Partners in 158 countries. The global secretariat is in Stockholm, Sweden. More information: www.gwp.org

PROGRAMME

The African Union Heads of State and Government adopted the Sharm el Sheikh Declaration on Water and Sanitation in July 2008, emphasizing their political priority for water and sanitation. The Declaration commits countries to put in place adaptation measures to improve the resilience of countries to the increasing threat of climate change and variability to water resources. In response to the climate change commitments in the Sharm el Sheikh Declaration, the African Ministers Council on Water (AMCOW) in collaboration with Global Water Partnership (GWP), developed the Water, Climate and Development Programme for Africa (WACDEP). The programme is implemented as part of GWP's global strategy on climate change adaptation is a key part of GWP's work on climate change adaptation that also includes programmes on flood management, integrated drought management and other programmes in the GWP regions.

The programme aims to integrate water security and climate resilience in development planning processes, build climate resilience and support countries to adapt to a new climate regime through increased investments in water security.

A WACDEP Africa Coordination Unit has been established at the GWP Southern Africa offices in Pretoria, South Africa. The WACDEP Africa Coordination Unit is supported by GWPO's global team based in Stockholm as part of the GWPO Network Operations Team.

GWPO now requires the services of a Programme Assistant to support the work of the GWPO Network Operations Team in Stockholm specifically with the WACDEP programme in Africa. More information on WACDEP <http://www.gwp.org/wacdep>

REPORTS TO: WACDEP Coordinator- Senior Network Officer and Climate Change Focal Point

LOCATION: Stockholm, Sweden

DURATION: This is a 3-year contract position beginning with a six month probation period.

DUTIES: The position supports the GWPO Senior Network Officer and Climate Change Focal Point, who is also the WACDEP Coordinator, in the administration, monitoring and coordination of the WACDEP program. The position will also assist the WACDEP Coordination Unit in Pretoria, GWPO Finance and Communications Unit in Stockholm in the effective and efficient coordination of WACDEP implementation. *Specific duties:*

A. Programme implementation

Support the WACDEP Coordinator, WACDEP Coordination Unit and the Secretariat in coordination of the WACDEP programme;

- Supporting WACDEP regional dialogues with WACDEP teams on programme implementation and reconcile the WACDEP regional/country implementation, delivery of activities and budgets against work plans and budget forecasts
- Assist the WACDEP Coordination Team in the planning, preparation of WACDEP Technical coordination meetings, take minutes and prepare workshop reports
- Contribute to the planning and organisation of WACDEP quarterly planning meetings with WACDEP Coordination Unit and GWP African Regions
- Assist in the synthesis of lessons and outcomes of WACDEP implementation and feed into GWP knowledge systems, GWP websites, GWP Tool Box and others
- Organising, administrating, and filing of key documents and decisions related to the WACDEP
- Support WACDEP communications and assist in knowledge management strategy; compile output based narrative reports from regions; etc.
- Assist in the WACDEP quality control and consolidation of regional/country reports and budgets
- Assist Regional and Country Water Partnerships in their involvement with the programme, and ensuring that programme partners become GWP Partners and are included in the partners database
- Support integration of GWP climate resilience programs such as WACDEP, Integrated Drought Management Program (IDMP), Associated Flood Management (AFMP) and others across the network and synthesis lessons, outcomes for dissemination
- Assist the WACDEP Coordinator in monitoring global and regional climate change thematic activities across the global Network and compile reports to inform Network Operations
- Assist the WACDEP Coordinator in tracking the global climate change negotiations and prepare briefing notes on the status of water management in negotiations
- Assist in the planning and organisation of GWP global events on climate change
- Any other duties as assigned to enhance climate change thematic area and WACDEP implementation

B. Relationships

- Maintains good working relationships with all Units in the GWPO Secretariat, as well as WACDEP Coordination Unit
- Develop and maintain positive working relationships with all stakeholders and other constituencies that are important to the success of the programme

C. Experience

- Minimum 3 years' experience in project management of development cooperation programmes, knowledge of climate change adaptation
- Excellent written and oral communication skills. Fluency in English and French required.
- Ability to coordinate and manage multiple tasks with excellent project management skills.

- Service-oriented work style, with excellent interpersonal skills, able to work effectively and harmoniously at all levels.
- Experience in a multicultural environment.
- Proven ability to work as part of a team.
- Clearly and concisely express ideas and concepts in written and oral form and to listen to and acknowledges others' perspectives and views.
- Computer skills, including internet navigation, experience with the Microsoft Suite of programs, and an ability to acquire web editing skills, use of spread sheets

Applications should be sent to e-mail vacancies@gwpforum.org no later than 23 September 2012. Please note that only shortlisted candidates will be contacted in the recruitment process.