

CALL FOR the recruitment of a PROGRAMME OFFICER

The Global Water Partnership - Mediterranean is seeking to hire a Programme Officer for its Athens based Secretariat. The successful candidate will be hired by MIO-ECSD, a civil non-profit society based in Greece, in its capacity as Host Institute for GWP-Med.

Details about the post are provided in the Terms of Reference in Annex I.

Type of Contract: Service Contract, 2 years with possible renewal

Duty Station: Athens, Greece

Occupation: full time engagement

The Global Water Partnership (GWP) is a global action network of partner organisations supporting countries and regions in their vision for a water secure world. GWP's mission is to advance governance and management of water resources for sustainable and equitable development. Since 1996 when it was launched, GWP has grown into a network of over 3,000 Partner organisations, 13 Regional Water Partnerships and 87 Country Water Partnerships worldwide. Since 2000, GWP holds inter-governmental status (GWP Organisation). For more information: www.gwp.org

The Global Water Partnership – Mediterranean (GWP-Med) is responsible for the Mediterranean region, covering countries of the Near East, North Africa, Southeastern Europe and the European Union. GWP-Med is legally represented by the Mediterranean Information Office for Environment, Culture and Sustainable Development (MIO-ECSD), holding non- governmental organization (NGO) status, based on a Host Institute Agreement between GWPO and MIO-ECSD. GWP-Med is serviced by the GWP- Med Secretariat. For more information: www.gwpmed.org

1. Application procedure

Applicants are requested to study the Terms of Reference provided in Annex I. Interested candidates can apply by sending an e-mail to the attention of Ms. Zoe Karka, zoe@gwpmed.org with the indication "Application for Programme Officer" in the subject, attaching the following documents:

- A **cover letter or a video** (hyperlink to a video uploaded on YouTube or Vimeo) in English, introducing themselves, their related skills and motivation for the position. The cover letter should be 1 page max and the video 2 minutes max.
- **Their detailed CV** (max. 3 pages) in English, including contact details, past experience in similar posts and contact details for reference. Incomplete applications will not be considered. Please make sure you have provided all requested information.

Only complete applications, accompanied by cover letter or video, shall be considered for the position. Please make sure you have provided all requested information. The deadline for applications is: ~~2 March 2016~~. Deadline extended to: 25th of April 2016.

2. Evaluation Procedure

Applications will be examined by an evaluation committee. The committee will examine the applications and accompanying CVs and motivation letter/video received in relation to the qualifications listed in the TORs. Applications which do not meet the required qualifications will be excluded from further evaluation. The Evaluation Committee will screen applications and only shortlisted candidates will be contacted for an interview.

Applicants called to an interview may be requested to submit in printed form prior to their interview all documentation supporting their declared qualifications. For the current position, a 6-month trial period applies. For further information or clarification for the post please contact Ms. Konstantina Toli, Senior Programme Officer in konstantina@gwpmed.org .

**Athens, 12 February 2016
The Chairman of GWP-Med
Prof. Michael Scoullas**

ANNEX 1: Terms of Reference

PROGRAMME OFFICER

JOB TITLE: Programme Officer, full time position

REPORTS TO: Senior Programme Officer, Non-Conventional Water Resources and Integrated Urban Water Resources Management Thematic Agenda

LOCATION: GWP-Med Secretariat in Athens, with national and international travel

SCOPE OF POSITION

The Programme Officer will support implementation and further development of GWP-Med's Non-Conventional Water Resources Management (NCWRM) and Integrated Urban Water Resources Management (IUWRM) thematic agendas. Activities in these agendas include, but are not limited to, applications of green/blue infrastructure in urban and peri-urban environment, complemented by capacity building, awareness raising and education for sustainable development. The position reports to the Senior Programme Officer in charge of the NCWRM and IUWRM thematic agendas and involves national and international travel.

A. SPECIFIC DUTIES:

- Supports the implementation of various NCWRM and IUWRM projects and activities in the Mediterranean (indicatively Greece, Malta, Cyprus, Italy, as well as North Africa and Near East countries);
- Elaborates planning studies, technical fiches, and managerial reports in support of on-going and new projects;
- Conducts field evaluations and assessments;
- Oversees the work of consultants and contractors;
- Prepares managerial and technical reports, working papers, and correspondence;
- Assists in building the capacity of local authorities to be more self-sufficient in Water Sensitive Urban Design (WSUD) and Green Infrastructure Planning, construction and maintenance, by providing professional advice and instruction as well as project development support;
- Works cooperatively with team members and partners towards design, implementation, monitoring and reporting of projects;
- Assists in the programmes' outreach activities, including presentation in public fora;
- Provides administrative and events' organisation support;
- Develops new project ideas and contents.

B. QUALIFICATIONS AND EXPERIENCE:

Required Qualifications

- MSc in Integrated Urban Water Management, Urban Planning, Landscape Architecture, Environmental, Civil or Hydraulics Engineering;
- At least 5 years of professional experience in related fields, serving in technical and/or managerial positions;
- At least 2 years' of professional experience in Water Sensitive Urban Design (WSUD) and/or Green Infrastructure Planning for private entities/consultancy, non-profit organisations, research institutions, or public entities;
- Fluency in English and Greek (written and oral);
- Fluency in PC use (internet, word, excel, presentations, database);
- Ability to travel in Greece and abroad.

Desired Qualifications

- Experience in "water for development" projects;
- Fluency in Italian or French;
- Other IT applications (AUTOCAD, web design and management, photo editing etc.);

Personal Qualities

- Interest on sustainable development issues;
- Team player, with excellent cooperation and communication skills;
- Well-organised, resourceful with good planning and problem-solving abilities
- Multi-tasking, creative and enthusiastic;
- Flexible, adaptable, quick-thinking and able to deliver assigned tasks successfully and responsibly within deadlines and, at times, under pressure;
- Committed to the Vision and Mission of GWP.