

**Annex I: Terms of Reference
for a Senior Programme Officer- Jordan based**

Job title: Senior Programme Officer
Reports to: Executive Secretary/Regional Coordinator
Duty station: Jordan, with international travel
Contract duration: One and half year (Six month contract trial period plus one year extension)
Application by: Wednesday, 17 February 2021

1. Scope of the position:

Reflecting priorities of the [GWP Strategy 2025](#), thematic agendas addressed by the Global Water Partnership-Mediterranean (GWP-Med) include, but are not limited to:

- Water solutions for the Sustainable Development Goals, including
 - Water Governance & Financing
 - Water-Energy-Food-Ecosystems Nexus
 - Source-to-Sea, including IWRM/Integrated Coastal Zone Management/Integrated Groundwater Management
 - Technical Water Solutions (including Non-Conventional Water Resources Management)
 - Water-Employment-Migration
- Climate Resilience through Water
- Transboundary Water Cooperation

Furthermore, GWP-Med addresses three cross-themes areas:

- Engaging private sector;
- Contributing to gender equality;
- Mobilizing youth for water security.

GWP-Med is seeking to recruit a Senior Programme Officer (SPO) to:

- lead, implement and further develop the GWP-Med Technical Water Solutions agenda as well as the interlinked Water-Employment-Migration agenda with emphasis in Middle East & North Africa (MENA), *primarily through the Sida/UfM-supported project 'Making Water Cooperation Happen in MENA: Piloting Tangibles (MENA Water Matchmaker 2 Project) with focus in Jordan and Palestine*, and through other supporting projects as relevant.
- implement and further develop additional GWP-Med thematic and work agendas in Jordan, East Mediterranean (with emphasis in Palestine and Lebanon) and MENA countries, as delegated.

The SPO would:

- report to the Executive Secretary/Regional Coordinator.
- be part of the GWP-Med Operations Department, collaborating closely with GWP-Med theme leaders and project managers.
- collaborate closely with the GWP-Med Finance & Administration and Communications Departments on respective matters.
- work closely with and represent, as delegated, GWP-Med to authorities, donors and partners.
- manage external experts and contractors, according to work agendas and related projects.
- possibly manage future GWP-Med staff members, according to needs.

The position requires multi-tasking abilities, managerial and delivery capacity, diplomatic skills, and attention to detail and timelines. Functions to be serviced require ability to analyse, design, implement, monitor, report and follow-up multi-level political and technical processes and activities, in a proactive manner; and, ability to prioritize and work under pressure.

The ideal candidate would be someone who enjoys shaping, managing and delivering, taking on accountability and pro-actively moving agendas. We are looking for a professional who is active and passionate, *bringing in the organisation demonstrated experience particularly on Technical Water Solutions and on Water-Employment/Entrepreneurship in a Water-Energy-Food-Ecosystem (WEFE) Nexus context*. These refer to in-the-field WEFE Nexus technical interventions like non-conventional water resources; green/blue infrastructure in rural, urban and peri-urban environments; water efficiency and optimisation of infrastructure; etc. These are complemented by technical as well as employment/entrepreneurship capacity building, training, mentoring, awareness raising, knowledge development and management, and education.

Knowledge of MENA, Euro-Mediterranean Cooperation and Gulf Cooperation Countries (GCC) political, policy and technical agendas on Integrated Water Resources Management (IWRM) and Climate Resilience are important. Depending on the evolving work agenda and related resource availability, the post could ideally provide the nucleus of a multi-staff team. Duties include national and international travel (upon conditions allowing).

2. Duties and responsibilities

The SPO would be responsible for the day-to-day management of the delegated portfolio and delivery of its outputs, assisted by other staff members as relevant, and managing external experts and contractors. Her/His work should ensure that action lines produce aimed results, to the required standard of quality, within the specified timeframe and budget.

More specifically, duties and responsibilities include:

- Effectively plans, implements, monitors and reports technical interventions in the pipeline of the Technical Water Solutions agenda and the interlinked Water-Employment-Migration agenda in MENA, with initial focus in Jordan, Palestine and Lebanon;
- Elaborates planning studies and technical fiches in support of on-going and new technical interventions and projects;
- Conducts field evaluations and assessments for technical interventions and projects;
- Provides additional technical input for the implementation and documentation of activities directly within her/his technical expertise. Technical input includes (the list is not exhaustive) drafting/editing/proof reading of technical and policy material, studies or part of studies, collection and synthesis of background information, stakeholders and institutional mapping and analysis, etc.
- Handles administrative arrangements and needs as required for the execution of project activities s/he is assigned, including related to tendering, contracting, etc. in close collaboration with the GWP-Med Finance & Administration Department. Undertakes related contract management monitoring and evaluation of assigned activities and projects.
- Plans and manages the overall implementation and budget of assigned projects and project activities, including related financial expenditures with guidance from GWP-Med Finance & Administration Department, proposes adaptive actions and applies related decisions.
- Coordinates/contributes in the timely recruitment, procurement and delivery of quality services and equipment, including by preparing ToR, supervising, assessing and reporting end-results of external experts and subcontractors, for implementing activities in accord with GWP-Med rules;

- Prepares quarterly and annual workplans and managerial reports of assigned projects and project activity lines, also as contributions to the organisation's annual reporting;
- Prepares working papers, meeting/events minutes and correspondence;
- Coordinates with project and institutional partners for continued update on field activities, challenges and results;
- Develops and implements capacity building/training/mentoring activities of pertinent partners/stakeholders/targeted audiences on technical solutions and on related employment/employability line, in the frame of the respective projects;
- Assists outreach activities, including presentation in public for a and provides input for project communication activities;
- Leads and/or supports the organisation, including logistics, of workshops and events. Provides technical lead/support for their preparation, including the agenda, supporting background documents, and the subsequent reports. Facilitates discussions during consultation meetings and events.
- Supports the development of new contents in related thematic fields and associated new projects, including through supporting fundraising;
- Identifies, liaises with and engages with donors and international financial institutions contributing to GWP-Med fundraising.
- Liaises with and ensures strategic and operational partnerships with relevant stakeholders, including by representing the organisation, as delegated.
- Contributes to GWP-Med knowledge management objectives and outputs.
- Assists GWP-Med communications and outreach objectives and outputs.
- Cooperates closely with other cross-cutting functions and themes, to provide input and content;
- Makes local and international travels as per the agenda needs.

Furthermore, the SPO:

- contributes in global and inter-regional GWP agendas;
- possibly manages future GWP-Med staff members, as delegated according to development of the work agenda.
- undertakes any other action delegated by the Executive Secretary/Regional Coordinator for effective delivery of GWP-Med objectives and within GWP-Med rules and procedures.

3. Competencies

Corporate competencies

- Able to coordinate well with diverse individuals and teams and to negotiate effectively with colleagues and stakeholders to achieve results.
- Applies principles of ethics, integrity, transparency and non-discrimination and follows the organisation's ethos.
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.
- Treats all people fairly without favouritism.
- Fulfils all obligations to gender sensitivity and zero tolerance for sexual harassment.
- Committed to the Vision and Mission of GWP.

Functional competencies

- Strong technical and managerial skills for substantive project implementation.
- Strong analytical, writing, reporting and presenting abilities.
- Strong interpersonal skills, communication skills, ability to manage staff.
- Demonstrated diplomatic and negotiating skills.

- Openness to change and ability to receive/integrate feedback.
- Ability to work under pressure and stressful situations.

4. Qualifications

Required

- University degree (Masters or equivalent) in one of the following areas: Environmental/Civil/Hydraulics/Mechanical/Chemical Engineering; Water Resources Management; Sustainable Development; or any related field of applied sciences.
- At least 10 years of proven professional experience, including at least 7 years of work experience in project management of technical water projects; stakeholders' consultation, dialogues and engagement and; capacity building and mentoring.
- At least 5 years of work experience with international and/or regional organisations, including with IFIs and development partners.
- At least 3 years at a Senior post / management level.
- Has or is eligible to acquire a work permit in Jordan.
- At least 3 years of working experience in the field of the Water-Energy-Food-Ecosystems Nexus approach OR on integrated planning of water with other sectors including energy, food or environment.
- Understanding of the MENA, Euro-Mediterranean, and GCC socio-economic and political background.
- Excellent oral and written communication skills in English and Arabic.
- Able for international travelling.

Desired

- Working experience in a transboundary context.
- Understanding of the financial needs and aspects for implementing international processes, notwithstanding SDGs and Paris Agreement.
- Command of French is an asset.
- Knowledge of IT applications (AUTOCAD, web design and management, photo editing etc.);