

Extension
Annex I: Terms of Reference
for a Programme Officer- Athens based

Job title: Programme Officer
Reports to: GWP-Med Theme Leader on Technical Water Solutions (*at interim* to the Executive Secretary/Regional Coordinator)
Duty station: Athens, with international and national travel
Contract duration: One year, with potential renewal
Application by: Wednesday 12th May 2021, ~~Wednesday, 5 May 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 across-themes areas:

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

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

- manage, implement and further develop the GWP-Med Technical Water Solutions agenda in a [Non-Conventional Water Resources and Water-Energy-Food-Ecosystem \(WEFE\) Nexus](#) content as well as the interlinked Water-Employment-Migration agenda, with emphasis in South Europe e.g. Greece, Malta, Cyprus, etc. These would materialise *primarily through projects supported by The Coca-Cola Foundation*, and through other related projects and partnerships supported by private (like Reckitt Benckiser and other interested companies) and institutional entities (like the European Commission, PRIMA Foundation), as relevant.
- develop partnerships with the range of stakeholders, including private companies and foundations, for implementation of and fundraising for the GWP-Med agenda.
- assist implementation and further development of GWP-Med thematic and work agendas in the Mediterranean, including in Western Balkans and Middle East & North Africa, as may be needed and delegated.

The PO would:

- report to the GWP-Med Theme Leader on Technical Water Solutions, and *at interim* to GWP-Med 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 the GWP-Med Communications Departments on respective matters.

- work closely with and represent, as delegated, GWP-Med to national and local authorities, donors and stakeholder partners, including private entities.
- 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 applied technical skills on WEFE Nexus field applications, experience on partnering and working with the private sector, 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 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 WEFE Nexus context, ideally having experience working with the private sector.* 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. Private sector entities through their sustainability efforts have been important contributors to this [GWP-Med technical solutions agenda for more than a decade](#), while interest for expanding this agenda is substantial.

Knowledge of European Union's 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 engage more staff members in service of related activities. Duties include national and international travel (upon conditions allowing).

2. Duties and responsibilities

The PO 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, managing external experts and contractors, and reporting to her/his line manager. 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, where relevant, the interlinked water/entrepreneurship agenda, with initial focus in Greece and Malta (where GWP-Med projects are currently implemented);
- 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 fora 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.
- Undertakes the development of new contents in related thematic fields and associated new projects.
- Identifies, liaises with and engages with donors, including the private sector and international and national financial institutions, contributing to GWP-Med fundraising.
- Liaises with and ensures strategic and operational partnerships with relevant stakeholders, including the private sector, 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 national and international travels as per the agenda needs.

Furthermore, the PO:

- contributes in wider regional/Mediterranean, inter-regional and global 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 as well as managerial skills for substantive project implementation.
- Strong analytical, writing, reporting and presenting abilities.
- Strong interpersonal skills and communication skills in multi-stakeholder contexts, including with the private sector.
- 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 8 years of proven professional experience, including at least 3 years of work experience in project management, of integrated technical water projects; stakeholders' consultation, dialogues and engagement and/or; capacity building. Such experience could have been gained through implementation of projects for non-profit organisations, private entities/consultancy, research institutions, or public entities.
- Excellent oral and written communication skills both in Greek and English.
- Able for national international travelling.
- Fluency in PC use (internet, word, excel, presentations, database).

Desired

- Work experience with the private sector is an asset.
- Work experience with international and/or regional financing institutions, including with the European Commission e.g. for Horizon 2020 and related projects, is an asset.
- Understanding of the EU socio-economic and political background.
- Understanding of the governance and financial needs and aspects for implementing sustainable development processes, notwithstanding the Sustainable Development Goals and the Paris Agreement.
- Command of French is an asset.
- Knowledge of IT applications (AUTOCAD, web design and management, photo editing etc.).