

Annex I Terms of Reference for a Programme Officer

Job title:	Programme Officer
Reports to:	Head of GWP-Med Office in Tunis
Duty station:	Tunis, Tunisia, with local and international travel
Contract duration:	One year, with potential renewal
Application by:	18 October 2019

1. Scope of the position:

The Global Water Partnership – Mediterranean (GWP-Med) is seeking to recruit a Programme Officer (PO) to:

- *manage and implement the activities of GEMWet project according to agreed objectives, timeline and outputs.*

The Project 'Conservation and sustainable development of coastal wetlands with high ecological value: the case of Ghar El Melh, Tunisia' (GEMWet), funded by the MAVA Foundation, aims to the preservation of freshwater ecosystems in Ghar el Melh in the North of Tunisia. GEMWet, July 2018-June 2021, is implemented by 8 national and regional organisations, namely: WWF North Africa as a Lead Partner, GWP-Med, Association les Amis des Osieaux (AAO), Institut National Agronomique de Tunis,(INAT), Birdlife International, IUCN, UNEP/MAP PAP/RAC and Tour Du Valat. GWP-Med is responsible primarily of the following activities:

- Conducting demo-applications for smart agriculture to promote water use optimisation in agriculture and reduce water pressure on the Ghar El Melh lagoon.
 - Supporting youth entrepreneurship and action towards sustainable development around the lagoon.
 - Promoting Integrated Water Resources Management (IWRM) and Integrated Coastal Zone Management (ICZM) to supporting the local governance and sustainable development planning.
- *support implementation of the work agenda delegated by the organisation to the GWP-Med Office in Tunis, based on GWP-Med thematic priorities and projects' needs. The GWP-Med Office in Tunis is primarily delegated with work-lines in North Africa countries including as part of the wider Africa agendas.*

On-going GWP-Med thematic agendas include, but are not limited to: water governance, water financing, transboundary water resources management, source-to-sea, climate resilience, water-energy-food-ecosystem nexus, non-conventional water resources management, water-employment-migration as well as cross-cutting issues like water& gender, water & youth, water & private sector, etc.

On-going GWP-Med activity lines serviced by its Tunis Office, in which the engagement of the PO is required, include but are not limited to:

- [water-energy-food-ecosystems nexus in the North-Western Sahara Aquifer System](#) (e.g. within the Sida-supported 'Making Water Cooperation Happen in the Mediterranean' project, through elaboration of cross-sectoral nexus assessments, elaboration of institutional setting options for the Aquifer System, organisation and facilitation of multi-stakeholder dialogues, etc.)

- climate resilience / climate change adaptation (e.g. through implementation of the [GWP Water and Climate for Development Programme](#), development of project proposals to the Green Climate Fund for Mauritania and Libya, etc.)
- local interventions for sustainable water management (e.g. for the MAVA-supported [GEMWET Project](#) in Ghar El Melh in Tunisia, etc).

The PO:

- reports to the Head of the GWP-Med Office in Tunis.
- is assigned tasks by delegated Theme Leaders and/or Project Managers, in a coordinated manner.
- is part of the GWP-Med Operations Department and collaborates closely with GWP-Med Theme Leaders and Project Managers.
- collaborates closely with the GWP-Med Finance & Administration and Communications Departments on respective matters.

The position requires multi-tasking abilities, delivery capacity, diplomatic skills, and attention to detail and timelines. Functions to be serviced require ability to 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 managing and delivering, taking on accountability and pro-actively moving agendas. We are looking for a professional who is active, passionate and innovative, having work experience in promoting integrated water resources management (IWRM) agendas. Knowledge of Euro-Mediterranean, Middle East & North Africa (MENA) and pan-Africa agendas on water and related fields are an asset. Duties include local and international travel.

2. Duties and responsibilities

The Programme Officer (PO) shall be responsible for:

- managing and implementing the GEMWet project activities, ensuring delivery of aimed results, to the required standard of quality, within the specified timeframe and budget.
- contributing to the implementation of the work agenda of the GWP-Med Office in Tunis, assisting other staff members as relevant.

More specifically, duties and responsibilities include:

a. *GEMWet Project implementation*, in cooperation with the Head of the GWP-Med Office in Tunis and with delegated staff members:

- Manages the project in accordance to the project document, ensures achievement of objectives and delivery of expected outputs, and assures quality of services and outputs.
- Prepares workplans and progress/final reports.
- Monitors budget and ensures delivery in a timely manner and according to the donor requirements, in cooperation with the Finance & Administration Department.
- Prepares ToRs to recruit external experts and consultancy services, coordinates experts' intervention and supervises their performance.
- Leads field missions in coordination with local and national partners, identifies possible problems and issues to be addressed and adjusts project intervention accordingly, drafts missions' reports and ensures follow-up action.
- Provides technical input, draft technical reports and prepares deliverables, according to PO's technical background.
- Organises consultative and training workshops including logistics, preparation of background documents, agendas, identification of participants, liaising with speakers, etc.

- Develops outreach activities and communication material, in cooperation with the GWP Communication Department and in coordination with GEMWet Communications Officer.
- Represents GWP-Med to the GMMWet Steering Committee and other meetings and events.
- Coordinates activities implementation with GMMWet project partners to ensure coherence and synergies between the greater project activities.
- Leads the preparation of the project document for a possible second phase of the project.

b. Contribution to the development and implementation of GWP-Med agenda for water security, in cooperation with Theme Leaders, Project Managers, Finance & Administration and Communications, as delegated:

- Supports development and implementation of projects and activities as part of GWP-Med thematic agendas including, but not limited to: water governance, water financing, transboundary water resources management, source-to-sea, climate resilience, water-energy-food-ecosystem nexus, non-conventional water resources management, water-employment-migration as well as cross-cutting issues like water& gender, water & youth, water & private sector, etc.
- Provides technical input upon professional experience, including drafting, editing and proof reading of policy and technical material in pertinent fields.
- Assists development of project proposals, workplans and budget forecasts for national and regional proposals.
- Assists planning, preparation and organisation of national, regional and international events, including policy dialogues, consultative and training workshops and prepare related reports.
- Develops and maintain positive working relationships with the network members, partners and all stakeholders that are important to the success of GWP-Med activities and programmes.
- Represents GWP-Med in events and meetings, as delegated.
- Contributes to GWP-Med knowledge management objectives and outputs.
- Assists GWP-Med communications and outreach objectives and outputs.
- Makes local and international travels per agenda needs.

Furthermore, the PO undertakes any other action delegated by the Head of the GWP-Med Office in Tunis 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.

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

Academic Qualifications/Education required

- University and Post-graduate degree (Masters or equivalent) in natural resources management, agriculture, rural development, environment or a directly related field.

Experience

- As least 5 years of proven professional experience in water resources management or natural resources management.
- Progressive experience in project or programme management, including full management responsibility for at least 1 project.
- Experience in policy-oriented work, including at international level (e.g. Mediterranean, MENA), is an asset.

Language skills required

- Excellent oral and written communication skills in French, English and Arabic are required.