

## TERMS OF REFERENCE

### IWA Programmes Officer – Water Supply Services and Urban Sanitation

**Work percentage:** 1.0 FTE

**Duty station:** Dakar, Senegal or Accra, Ghana

**Reporting to:** Regional Director

The International Water Association (IWA) is a global network of water professionals bringing people and institutions together from across the water cycle to deliver equitable and sustainable water solutions for our world. The IWA aims to connect people with a diversity of backgrounds to generate innovative solutions and new opportunities to tackle urban and basin-related water challenges.

Thematic Programmes provide IWA with a mechanism to respond to global challenges and support progressive agendas for managing the water cycle. Programmes are made up of portfolios of projects and activities working towards a common goal coordinated by members of staff in close cooperation with members and partners.

The Water Supply Services Programme (WSS) and Urban Sanitation Programme (US) are two of the six thematic programmes. The goal of the Water Supply Services Programme is to contribute to improving and maintaining safe water supplies and ensuring present and future demand for domestic water supplies is met. This is largely achieved through facilitating innovation and promoting best practices in water management in three key areas: Improving water utility performance and service, optimising institutional settings and innovation in design, operation and project delivery. The goal of the Urban Sanitation Initiative is to support the attainment of universal access to affordable sanitation and effective waste management systems that ensure sustained improvements in environmental health and promote the protection of natural resources.

Under the general supervision of the Programme Coordinator, the Programmes Officer has the responsibility to implement project activities, develop new project concepts and provide general support to the effective and efficient operation of the Programmes Group. This position entails the following specific duties and responsibilities:

#### 1. Project Implementation

Working closely with the Programmes Manager and other appropriate staff to implement ongoing projects with the following general responsibilities being undertaken:

- Support the development of annual plans of work and budget;
- Prepare project and programme meetings, workshops or other events including invitations, logistics, and minute taking;
- Lead or support the production of deliverables – reports, case studies, websites, for example – as assigned;
- Lead or support dissemination of programme outputs via websites, magazines, journals, blogs and other communication channels;

- Provide support and / or supervise project consultants, interns and other human resources as assigned;
- Disseminate project outputs and outcomes at key national, regional and international events.

## **2. Development of New Project Concepts**

Working closely with the Programmes Manager, Regional Director and other appropriate staff to develop new ideas for projects with the following general responsibilities being undertaken:

- Support the strategic development of the WSS and US programmes;
- Support the identification and development of new partnerships to further the objectives of the WSS and US programmes;
- Support the identification of funding opportunities for ongoing and potential projects;
- Participate in programme group meetings, project development meetings and proactively engage with other members of the programmes group;
- Develop new project concepts.

## **3. General Support**

In addition to the duties and responsibilities outlined above, the Programmes Officer is expected to contribute to other areas of the Associations work and support colleagues in a proactive manner; this includes:

- Lead or support the development of workshops, sessions and other conference related events as assigned;
- Represent IWA at meetings and events as assigned;
- Provide inputs to other programme activities as requested;
- Carry out administrative duties required to function within the IWA Secretariat;
- Contribute to the team spirit and excellent ambiance in the IWA Secretariat and in working with partners;

The above job description contains the main duties and responsibilities for this position. However, in a small organization such as IWA, staff members are expected to show flexibility in their approach to work and be willing to undertake other tasks and missions that are reasonably allocated to them but which are not part of their regular job description. Where any task becomes a regular part of an employee's responsibilities, the job description will be changed in consultation with the employee and the Regional Director.

## **Qualifications and Experience**

- Post-graduate qualification in an area related to water management; including engineering, science and / or policy focus;
- Minimum of 3 years' experience in an international organisation working in the field of water management;
- Sound knowledge related to global and regional water supply policy, technologies and practices;
- Experience in working with or for water utilities;
- Excellent communication skills, including presentation, writing, and general networking and facilitation;
- Proficient in spoken and written English and French.

## **How to apply:**



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[www.iwahq.org](http://www.iwahq.org)

Applicants are asked to submit their CV in English and a supporting letter of motivation along with the names and contact details of two referees.

Applications should be submitted by e-mail before July 20 2015 to: Ms Brenda Reyes-Munoz, [Brenda.Reyes-Munoz@iwahq.org](mailto:Brenda.Reyes-Munoz@iwahq.org)

IWA is an equal opportunity employer.

ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED