

## **TERMS OF REFERENCE**

### **IWA Programmes Officer**

**Work percentage:** 1.0 FTE

**Duty station:** Nairobi, Kenya or Dakar, Senegal

**Reporting to:** Regional Director Africa

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.

Water Supply Services is one of six thematic programmes, its goal 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. Within this programme are a number of projects related to drinking water quality and utility performance being implemented in Africa, which requires engagement with urban utilities on practices like Water Safety Plans (WSPs).

Under the general supervision of the Regional Director Africa and in close coordination with the Programmes Coordinator Water Supply & Sanitation Services, the Programmes Officer has the responsibility to develop and implement project activities as assigned. This position entails the following general responsibilities and specific duties:

#### **1. Project implementation**

Working closely with the Programmes Coordinator and regional staff in Africa, the following general responsibilities will be 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;
- Disseminate project outputs and outcomes at key national, regional and international events

## **2. Water Safety Planning support**

Working closely with the regional staff in Africa and the Programmes Coordinator, the following specific project responsibilities will be undertaken:

- Coordination of a regional network of practitioners working on WSP implementation in Africa, including organisation of an annual meeting, production of communication material, maintenance of web-pages and other support functions;
- Support water utilities in implementing WSPs in 16 African countries, including raising awareness of WSPs with utility management, facilitating meetings between key stakeholders and providing tools and resources as required;
- Working with local institutions to organise training events for WSPs, including training of trainers and practitioner training;
- Facilitate assessments and external reviews of WSP implementation;
- Produce reports and other reference material reviewing, advocating and promoting WSP implementation.

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

- Support other members of the programmes group;
- 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;
- Represent IWA at key international events.

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 Africa.

### **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.



Alliance House  
12 Caxton Street  
London SW1H 0QS  
Tel: +44 (0)20 7654 5500  
Fax: +44 (0)20 7654 5555  
E-mail: [water@iwahq.org](mailto:water@iwahq.org)  
[www.iwahq.org](http://www.iwahq.org)

### **How to apply:**

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 June 20th 2014 to: IWA Human Resources department, Mrs Kim Schipper, [kim.schipper@iwahq.org](mailto:kim.schipper@iwahq.org).

IWA is an equal opportunity employer.

ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED