

## **Terms of Reference for position of GWP Central Africa Executive Secretary (Regional Coordinator)**

### **INTRODUCTION**

The Global Water Partnership (GWP) is a global action network of partners supporting countries and regions in the sustainable development and management of water and related resources worldwide. GWP was created to foster the implementation of integrated water resources management (IWRM).

GWP's vision is for a *water secure world*, where all water needs and demands are assured. GWP provides its Partners around the world with a neutral platform to uphold the core values of inclusiveness, openness, transparency, accountability, respect, gender sensitivity, and solidarity, and realize its mission to *advance the governance and management of water resources for sustainable and equitable development*.

The GWP network is supported by a global secretariat (Global Water Partnership Organisation (GWPO), an intergovernmental organization based in Sweden) and is composed of more than 65 Country Water Partnerships (CWPs) and 13 Regional Water Partnerships (RWPs), which bring together GWP partners at their level and facilitate the implementation of coordinated actions by governmental and non-governmental actors.

The Central Africa Regional Water Partnership (GWP-CAf) is a Regional Water Partnership and as such brings together GWP network partners in the region, including governmental, non-governmental, research, and private sector institutions. GWP-CAf supports the implementation of GWP's strategic objectives in Central Africa, and is currently implementing its three-year work program for the period 2020-2022, based on the GWP Network's 2020-2025 strategy.

GWP-CAf works closely with the Economic Community of Central African States (ECCAS), Transboundary Basin Organizations and other key regional institutions in Central Africa. GWP-CAf supports the Country Water Partnerships established in 5 countries of the region, and more broadly supports all countries and partners in the region in the sustainable development and management of their water resources.

GWP-CAf has a governance structure comprising the following structures:

- General Assembly, the highest decision-making body gathering all GWP partners in the region and meeting every two years.
- Presidency, official representative of GWP Central Africa.

- Steering Committee, body that gives strategic orientations for the work of the secretariat, in accordance with the orientations of the General Assembly.
- Scientific and Technical Committee (TEC), an advisory body that deals with prospective analysis, lessons learned and quality assurance for all key activities (programs and projects) of GWP-CAf.
- The GWP-CAf Secretariat, with approximately four permanent staff, is responsible for the overall coordination, day-to-day management and administration of GWP-CAf's CORE and programmatic activities, and is headed by the Executive Secretary. The secretariat also includes 4 project staff for the implementation of the WACDEP-Gender project, and is currently hosted by the World Wildlife Fund (WWF) Cameroon office.

GWP Central Africa has been implementing several programs related to Integrated Water Resources Management (IWRM) and climate change for over a decade. The region intends to expand its programmatic activities to contribute to new and emerging global and regional challenges such as climate change and the Sustainable Development Goals (SDGs). Currently, it is implementing the Water, Climate and Development for Gender Equality Program (WACDEP-G) in Africa and supporting countries in the Region in planning for climate change adaptation, and in mobilizing funds for water sector investments.

The region is also working on developing portfolios on the Sustainable Development Goals (SDGs), disaster risk management (Early Warning System), food security in a "NEXUS" context with water-food-energy-ecosystem linkages, and youth engagement, among others.

### **SCOPE OF THE POSITION**

The Executive Secretary is the head of the Regional Secretariat based in Yaoundé, Cameroon, and is responsible, in accordance with the GWP-CAf Constitution:

1. To the Regional Steering Committee (RSC) and its Chairperson for the strategic direction and development of GWP CAf, for the implementation of the Regional Work Program and Annual Work Plans, as well as for supporting GWP CAf and the NSPs in the region to achieve their water security objectives.
2. To the GWPO for effective planning and implementation of the GWP Global Strategy and its Work Program, as well as for the administrative and financial management of GWP-CAf.
3. To the Host Institution for the execution of the Host Institution Agreement (HIA).

### **SPECIFIC RESPONSIBILITIES**

The Executive Secretary is responsible for:

## **Triennial Work Program and its implementation**

- Based on the strategic directions of the General Assembly and the Steering Committee (SC), he/she is responsible for all aspects of the development, implementation, reporting, financial management and administration of GWP-CAf's Triennial Work Program and its Annual Work Plan, in collaboration with GWP partners in the region and other strategic regional institutions;
- Develop and maintain effective working relationships and synergies, and strengthen collaboration with strategic and funding partners, and existing CWPs;
- Support existing Country Water Partnerships (CWPs) and support the establishment of new CWPs in accordance with the GWP-CAf Annual Work Plan;
- Ensure fundraising for work plan activities, networking to find fruitful partnerships with other organizations and coordinating preparation of project proposals. Coordinate the mobilization of regional level funds for GWP-CAf and for programs with CWPs;
- Ensure alignment of GWP-CAf programs and projects with the global strategic framework of the GWP network, and provide oversight and guidance to program/project managers at regional and country levels;
- Coordinate, liaise and work closely with the GWPO Network Officer to ensure timely preparation of regional inputs to global development processes, development of synergies within the GWP network and knowledge development and sharing across the GWP network;
- Coordinate the activities of the Scientific and Technical Committee (TEC) at the national and regional levels to support the implementation of the GWP-CAf and CWPs Work Plans;
- Ensure effective networking, communication and information sharing among GWP Partners and CWPs in the region, including the promotion of lessons learned among GWP Partners, CWPs, other RWPs and GWPO.

## **Secretariat Management**

- Responsible for the management and administration of the GWP-CAf Secretariat (in collaboration with the Host Institution and GWPO) to ensure the effective development and implementation of GWP-CAf programs, as well as to ensure high quality professional service to partners and other organizations;
- Ensure that the Regional Secretariat is staffed with high quality professionals, and are motivated to provide high quality professional service to its partners;
- Coordinate, liaise and work closely with the host institution for the Regional Secretariat to ensure the efficient operation of the Regional Secretariat.

## **Regional Governance**

- Report to the Chair and Steering Committee (SC) on the status of implementation of GWP-CAf activities through annual narrative and financial reports;
- Act as secretary to the Steering Committee and the General Assembly of Partners, participating in meetings with voice but no vote;
- Prepare and facilitate SC and General Assembly meetings at the request of the Chairperson, and organize and prepare the necessary documents for all governance meetings;
- Support the Chair and SC to ensure compliance with GWP accreditation requirements for CWPs and RWPs, as well as with the GWP-CAf Statutes;
- Liaise and consult with the Chair on matters related to fundraising and implementation of SC decisions;
- Any other responsibilities assigned by the Chair.

## QUALIFICATIONS

The ideal candidate for the position of Executive Secretary of GWP-CAf should have the following qualifications and abilities:

- Advanced degree (minimum BAC+5) in any of the following fields: Natural resources management, water management, social and economic development, environmental and social sciences, engineering or any other equivalent educational background;
- At least 8 years of experience in the implementation of development projects/programs, including five (5) years in the Central African region;
- Demonstrated experience in project development, implementation and monitoring/evaluation - with a focus on results and impact;
- Demonstrated ability to develop strategic partnerships with organizations and work collaboratively with governance bodies such as the Steering Committee, etc ;
- At least 3 years of experience in the field of water resources management;
- Knowledge of the international and regional IWRM context, and of the main international organizations involved, will be an added advantage;
- Human resource management and leadership skills are essential, including excellent organizational and analytical skills, prioritization, and meeting deadlines;
- Flexible, diplomatic, friendly and cooperative personality with a sensitive approach to national and regional political environments;
- Ability to work in complex situations and facilitate multi-stakeholder platforms and processes;
- Good internal and external oral and written communication with diverse audiences;

- Good understanding of national government economic development processes and experience working with governmental development programs;
- Fluency in written and spoken French and English. Knowledge of other regional languages (Spanish, Portuguese) will be an advantage;
- Good computer and internet skills, and proficiency in Microsoft Office tools (Excel, Word, power point, etc.);
- Experience in facilitating virtual meetings is appreciated.

## HOW TO APPLY

Interested candidates should prepare and submit a letter of motivation (addressed to the GWP-CAf Chair) and their curriculum vitae (with names and contacts of references) to the e-mail address [recruit-cam@wwfcam.org](mailto:recruit-cam@wwfcam.org) with a copy to [sguebanda@gmail.com](mailto:sguebanda@gmail.com) clearly indicating "Application for the position of Executive Secretary (Regional Coordinator) of GWP Central Africa".

**Applications must be submitted electronically no later than 5:00 p.m. (Cameroon time) on July 30<sup>th</sup>, 2021.** This call for applications is open to any individual in the Central Africa region who is a national of one of the GWP member countries in Central Africa (Cameroon, Republic of Congo, Central African Republic, Chad, Equatorial Guinea, Gabon, and Sao Tome and Principe).

Female applicants are strongly encouraged to apply. Please note that only short-listed candidates will be contacted.

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