

The **World Water Council** is an independent, international organization that promotes sustainable water management throughout the world. It has more than 400 member organisations including governments, non-governmental organisations, businesses, professional networks and research institutions, based in over 50 countries. The World Water Council brings sound information and knowledge on water-related issues into the public domain to raise awareness and create political will to improve access to water and sanitation and manage water wisely. Every three years, the World Water Council organizes the World Water Forum with over 15,000 participants from around the world. The World Water Council's multi-cultural and dynamic headquarters in Marseille, France employs highly motivated individuals on an equal opportunity basis.

VACANCY ANNOUNCEMENT

Executive Officer

Work percentage: 100%

Duty station: World Water Council, Headquarters, Marseilles, France

Reporting to: Director General

Availability: 1 July, 2010

Contract: CDI (cadre)

Under the responsibility of the Director General, the Executive Officer will be responsible for supporting the Bureau, President and Director General, coordinating the overall organisation and reporting of the Bureau and Board meetings, act as focal point for membership and network development and support the administration and management of the Council Secretariat. The Executive Officer will carry out the following tasks:

1. Support to Bureau, President and Director General (30%)

- Provide support and backstopping to the Bureau members, the President and the Director General in preparing meetings and following up on decisions taken.
- Assist in preparing background documentation, briefings, speeches and presentations for the Bureau members, the President and the Director General.
- Ensure due follow-up is given to external visits and meetings by the Bureau, President and the Director General
- Draft correspondence for Bureau, President and the Director General

2. Co-ordination of the organisation of the Bureau (15%)

- Prepare and oversee the implementation of a work-flow for the Bureau meetings;
- Co-ordinate the preparation of the Bureau meeting including preparation agenda, background documents and minutes;
- Ensure due follow-up is given to decisions taken and actions decided by staff and governors;
- Track implementation of decisions and prepare reporting back to the Bureau on follow-up;

3. Co-ordination of the organisation of the Board of Governors meeting (15%)

- Maintain regular contact with Board members and coordinates the preparation of Board meetings;
- Prepare and oversee the implementation of a work-flow for the Board meetings;
- Co-ordinate the preparation and conducting of all aspects of the Board meetings;
- Co-ordinate the liaison between the Secretariat and all Governors;
- Lead the reporting on the Board meetings and track the follow-up of Governor's commitments and activities;
- Support Governors in carrying out their Council representation role;

4. Membership and network development (30%)

- Act as focal point for membership development and develop a membership strategy;
- Support the maintaining of relations with the network partners and donors;
- Establish a VIP relations database and act as VIP focal point for the World Water Council;

- Regularly updates the information available on member and partner organizations and support reporting to the Board on these matters.

5. General Administration (10%)

- Translate documents from French into English and proof read documents and correspondence in English;
- Support the implementation of all administrative and financial procedures;
- Support the World Water Council Management in establishing a well functioning organisation;
- Contribute to the team spirit and excellent ambiance in the World Water Council's Secretariat and in working with partners.

QUALIFICATIONS

The successful candidate will have:

- A minimum Bachelor of Science/Art or equivalent degree in the field of political sciences, administration or management;
- A minimum of 10 years experience as secretary of which at least 5 years as Executive Assistant operating at an international level;
- Interest in, and preferably experience with the United Nations and the development sector;
- Demonstrated ability to oversee and work on a wide variety of tasks, activities and projects;
- Alert, well organized and rigorous in work approach and delivery;
- Experience in writing clear, high quality correspondence, proposals, and promotion materials;
- Demonstrated ability to manage time and work effectively and efficiently;
- Language level of native English speaker and very good in French;
- Able to work in a multi-disciplinary and multi-cultural team;
- Excellent capacities in main office software and a wide variety of internet tools.

APPLICATIONS

Interested candidates can find a vacancy announcement on www.worldwatercouncil.org. Those who meet the selection requirements are requested to send their curriculum vitae and a letter of motivation in English. This letter should explain the candidate's experience with carrying out the above tasks and his/her fulfilment of the specified qualifications. The proposed gross salary is between 3100-3400 Euros. The candidate needs to present the names and contact details of 3 references, including one recent employer. Applications can only be done through e-mail and should be received by the World Water Council **no later than 15 June 2010** at:

Mrs. Valérie Bistagne

Director – Administration and Finance

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