



**ROLE STATEMENT**

<b>ROLE TITLE:</b>	<b>Programme Officer</b>
<b>DUTY STATION:</b>	<b>Nairobi, Kenya</b>
<b>REPORTS TO:</b>	<b>Regional Office Director, Africa</b>
<b>DATE PREPARED:</b>	<b>15 September 2011</b>
<b>PREPARED BY:</b>	<b>Armand van Oostrom</b>

**This Statement represents an accurate description of the role**

<b>Position Incumbent:</b>	<b>Vacant</b>	<b>Dated:</b>
<b>Manager:</b>	<b>Sarah Tibatemwa</b>	<b>Dated:</b>

**PRIMARY ROLE:**

To support the development and deployment of the Association’s programmes and projects lead by the Regional Office Director, Africa both internationally and regionally.

**BACKGROUND**

The International Water Association (IWA) is a global membership association for water and wastewater professionals. Serving over 10,000 members in over 100 countries, the Association consists of a multi-faceted network that generates knowledge and builds expertise across the entire water cycle.

As part of the current (2010-2014) and previous (2006-2010) strategic plan, the Association continues to grow its regional programmes, coordinated through regional offices, with support from key sector partners. Coupled with a drive to ensure that 50% of the Associations membership and activities are composed of and relevant to water professionals in low and middle income countries, the Association is expanding its membership, projects and programmes in Africa. Critical to this is the continued outreach and engagement with water and wastewater utilities in urban centres and secondary cities to ensure that service providers have access to regional and international



### **BACKGROUND**

expertise and best practices and opportunities to participate in peer-to-peer learning.

Priority themes of programmes and projects include Water Safety Planning (WSPs) for improved water quality management, operation and maintenance (O&M) for sustainable service delivery and Water Operators Partnerships (WOPs) for peer-to-peer learning. IWA coordinates or supports dedicated programmes in these three areas in cooperation with a number of key partners including the United States Environment Protection Agency (USEPA), the World Health Organisation (WHO), the National Institute for Public Health (Japan), the United Nations Human Settlement Programme (UNHABITAT), the African Water Association, the International Union for Conservation of Nature (IUCN) and key national stakeholders in Kenya.

### **DUTIES, RESPONSIBILITIES AND KEY ACCOUNTABILITIES**

Under the supervision of the Regional Office Director for Africa the Programme Officer will be responsible for supporting the operation of the regional office and contributing to specific programmes and projects associated to utility management. In particular, the incumbent will be responsible for the following tasks:

- To provide technical expertise and support to the Water Safety Plan (WSP) East-Africa project. This includes the widespread promotion of WSPs, direct support to utilities implementing WSPs, organisation of key events (workshops, conferences and meetings), coordination of a regional WSP Network and contributions to project outputs;
- To provide technical expertise and support to the Water Operators Partnership (WOP) Africa programme. This includes the widespread promotion of WOPs, direct support to utilities in brokering and facilitating WOPs, organisation of key events (workshops, conferences and meetings) and contributions to project outputs;
- To provide technical expertise and support to the Operations and Maintenance Network (OMN). This includes the widespread promotion of the OMN, contribution to and coordination of the development new knowledge products related to O&M (in particular Strategic Asset Management), organisation of key events (workshops, conferences and meetings) and contributions to project outputs;
- To provide organisational, technical and fund-raising support to other regional and international initiatives to support a vibrant IWA membership in the African region

### **KEY SELECTION CRITERIA**

#### **ESSENTIAL:**

- 2-5 years experience within in a water utility or research organisation;
- University level education in a relevant discipline;
- Mastery of English is essential; Excellent French is also essential;
- Ability to work effectively in a team environment and also capable of self-starting and initiating activities;



### **KEY SELECTION CRITERIA**

- Organisational and time management skills with a proven ability to manage competing priorities monitor and coordinate administrative processes and information flows to meet deadlines;
- Well developed verbal communication and interpersonal skills, including demonstrated ability to communicate with people from a variety of cultural backgrounds;
- Ability and willingness to travel overseas, as required, for short periods of time.

#### **DESIRABLE:**

- Experience of working internationally;
- Understanding of the water utility market in Africa;
- Understanding of and experience with the development community and donor agencies in Africa.

### **TERMS OF EMPLOYMENT**

The International Water Association (IWA) provides a friendly, challenging and fulfilling environment to work in, supporting the development of the global water and sanitation sector. Basic terms of employment include:

- Initial 12 month contract (January 2012 – December 2012) with strong possibilities of extension
- Salary range of US\$30,000 – US\$38,000 per annum depending on qualifications and experience

If you are interested in this position, please send a cover letter and CV/ resume to [Diana.oonk@iwahq.org](mailto:Diana.oonk@iwahq.org) by 25<sup>th</sup> November 2011.