



## ROLE STATEMENT

**ROLE TITLE:** Programmes Manager

**REPORTS TO:** Regional Group & Programmes Director

**DATE PREPARED:** 13 December 2011

**PREPARED BY:** Armand van Oostrom

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

**Position Incumbent:** Vacant **Dated:**

**Manager:** Tom Williams **Dated:**

### PRIMARY ROLE:

Develop, lead and deliver the following IWA Programmes:

- Water utility strengthening in low and middle income countries
- Operations and maintenance network
- Non-revenue Water Management
- Water safety plans
- Water operators partnerships

### 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



## **BACKGROUND**

continues to grow its programmes to support the development of institutions and water professionals in the water and sanitation sector, with a particular emphasis on low and middle income countries. 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 expertise and best practices and opportunities to participate in peer-to-peer learning.

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

Under the supervision of one of the Regional Groups and Programme Director, the programme manager will be responsible for the management of a portfolio of projects and programmes and supervision of staff related to these. The programme manager will also be expected to represent IWA at key international conferences and meetings. In particular, the incumbent will be responsible for the following tasks:

- Develop, operationalise and implement the Business Plan and Budget for the programmes and projects in accordance with the IWA Strategic Plan and the IWA annual Business Plan goals, objectives, priorities and targets
- Lead on all communications regarding the programmes and projects
- Supervise staff members involved in programmes and projects and maintain oversight of their responsibilities
- Identify, develop and maintain client relationships (government, donors, stakeholders and others) for support and/or funding of the Association's programmes
- Support the mobilisation of programme funding from donors and sponsors through preparation of funding proposals and contacts with prospect funders
- Maintain regular contacts with key constituents for implementation of the Programmes, including Regional Directors, Specialist Groups, Task Force members etc.
- Work with the Executive Director, Management Team members, Regional Directors and other staff members to ensure work satisfaction and a high degree of morale among IWA employees

## **KEY SELECTION CRITERIA**

### **ESSENTIAL:**

- 3-7 years experience within in a water utility, research organisation, development organisation, or consultancy firm;
- University level education in a relevant discipline (civil engineering, water management, development policy, for example);
- Mastery of English is essential;
- Ability to distil and synthesise a broad range of knowledge and information into reports, advocacy material and other material;



### KEY SELECTION CRITERIA

- Ability to work effectively in a team environment and also capable of self-starting and initiating activities;
- 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:**

- Proficiency in additional languages (French, Spanish, Portuguese, for example);
- Experience of working internationally;
- Understanding of the water utility market, particularly in low and middle income countries

### 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 with strong possibilities of extension
- Competitive salary (based on level of qualifications and experience)

If you are interested in this position, please send a cover letter and CV / resume to [mari.menken@iwahq.org](mailto:mari.menken@iwahq.org) by 10 February 2012.