



RAOB/ANBO



**POSITION DESCRIPTION – Closing Date: December 10<sup>th</sup>, 2012**

**Project: Strengthening the Institutions for Transboundary Water Management in Africa / Renforcement des institutions de gestion des eaux transfrontalières en Afrique**

**Position Title: ANBO/GWP/SITWA Technical Assistant**

#### **BACKGROUND**

The African continent has the highest number of Transboundary river basins that collectively cover 64% of Africa's surface area and contain slightly more than 93% of its surface water resources. This is why, following the adoption of the Africa Water Vision 2025, the African Union called in 2000 for a "Federation of African River and Lake Basin Organizations" to be created, for developing and adopting a common approach to the management of Transboundary waters.

In response to this call the African Ministers' Council on Water (AMCOW) established in 2006 the "Tekateka Committee" which recommended the adoption of the already existing (since 2002) **African Network of Basin Organizations** (ANBO) to provide this common platform, provided ANBO is strengthened and reflects a stronger African orientation.

In this context, the European Commission decided to support a Project aimed at strengthening regional cooperation for the sustainable management of Transboundary water resources in Africa, through programmatic and institutional strengthening of ANBO. The Inception Phase for the Project is expected to take 12 months, between October 2012 and October 2013. A follow-up Implementation Phase of 2 years duration is envisaged, subject to the outcome of the Inception Phase. The Project will be implemented by the **Global Water Partnership Organization** (GWPO) in partnership with the **ANBO Technical Secretariat which is under l'Organisation pour la mise en valeur du Fleuve Sénégal (OMVS)**. A joint GWP/ANBO Project Steering Committee (PSC) will manage the Project.

A Project Management Team (PMT) will be established at ANBO Technical Secretariat, currently hosted by OMVS. This Position Description is for the **ANBO/GWP/SITWA Technical Assistant** recruited to assist the Project Manager.

#### **REPORTING**

The ANBO/GWP/SITWA Technical Assistant reports directly to the Project Manager presently hosted by the OMVS. He/she is responsible for all the duties assigned to him by the Project Manager.

**LOCATION:** Dakar, Senegal.

**DURATION:** From the contract signature to October 15<sup>th</sup>, 2013.

**RENUMERATION:** The Technical Assistant will earn a monthly salary of Euros 1 500 (One thousand five hundred euros) and this amount includes all benefits such as medical insurance, transport etc.

**PRINCIPAL DUTIES:**

- Assist the Project Manager to prepare, implement and manage the project work plan.
- Participate in preparation of terms of reference and contract for consultants.
- Participate in preparation of project progress reports and work plans.
- Assist in providing coordination between project work packages to ensure achievement of overall project objectives.
- Assist in organizing PSC meetings in liaison with OMVS.
- Assist in monitoring project progress and report to the RPSC on the progress of the project according to monitoring criteria established in work plan.
- Provide documentation to PSC and responding to recommendations of PSC.
- Prepare and update the database of all stakeholders and partners.
- Assist with programming and managing travel and logistics for consultancies, study/ working groups- related activities.
- Draft correspondences for the Project Manager.
- Prepare speeches when needed.
- Prepare requisitions for the needs and draft purchase orders for the office.
- Collect bids and prepare bid summaries and analysis from suppliers.
- Maintain updated a coded list of assets.
- Translate progress reports and work plans in French.
- Under the supervision of the PMT, prepare regular short updates on the progress of activities and key challenges, to be shared with the GWPO Focal Points.
- Carry out any other duty as requested by the Project Manager.

**QUALIFICATIONS**

- First Degree in Water/Natural Resources/Environmental management, Environmental Economics, (or equivalent) with supplementary experience in water River Basins Organizations.
- At least three years of experience in managerial assistant position.
- Three years of practical experience in planning and organisation of regional meetings and workshops.
- Good communication skills.
- Conversant with Word, Excel, Power Point and Access database Application.
- Fluency in both written and spoken English and French is a must.

**SUBMISSION OF APPLICATIONS:**

Interested candidates in this position should forward **by December 10<sup>th</sup>, 2012** their resume and cover letter in a sealed envelope to:

**The High Commissioner**

Immeuble OMVS Rocade Fann Bel-Air Cerf-volant,  
BP 3152 - Dakar (Senegal).

Tel: +221 33 859 8181 - Fax: +221 33 864 0163 Email: [omvssphc@omvs.org](mailto:omvssphc@omvs.org)