

**Consultancy position  
Administrative Assistant  
GWP Southern Africa and Africa Coordination Unit**

---

**Reports to:** GWP SA Finance and Administration Manager (directly) and GWP SA Executive Secretary and GWP SA Program Managers

**Location:** Pretoria, South Africa

**Duration:** 12 months

### **1. Background**

The Global Water Partnership (GWP) is an intergovernmental organization established in 1996 to support countries in their efforts to implement more equitable and sustainable management of their water resources. The network spans 13 regions with 2,400 institutional partners in 158 countries. The GWP Secretariat is in Stockholm, Sweden.

The GWP Africa Coordination Unit is based at GWP Southern Africa (GWP SA) in Pretoria, South Africa, and coordinates GWP programs across Africa. In addition, starting in January 2016, GWP SA hosts the GWP global theme on climate resilience and is charged with providing global strategic leadership and coordinating the implementation of the GWP strategy on climate resilience.

### **2. GWP SA/Africa program: The Africa Water Investment Program**

The GWP SA/Africa Coordination Unit has been reorganized to enhance coherence, coordination and synergies in the development and implementation of the GWP Africa thematic programs and projects. Building on the Water, Climate and Development Program (WACDEP) experience, all GWP thematic programs will be managed and coordinated under the umbrella of the Africa Water Investment Program (AIP). The goal of AIP is to support countries in enhancing water security for job creation, climate-resilient infrastructure and implementation of the United Nations Sustainable Development Goals (SDGs). AIP includes the following:

- WACDEP
- Integrated Drought Management Program (IDMP)
- Associated Program on Flood Management (APFM)
- Water-energy-food-ecosystems (WEFE) Nexus program
- Transboundary water governance and environmental program
- Integrated urban water and sanitation program
- Independent, integrated economic analysis
- Partnerships for infrastructure and transaction management

### **3. Tasks to be performed**

This position provides support to the Executive Secretary and the program teams within GWP SA. The Administrative Assistant will aim to assist in managing the delivery of specialist administration services for GWP SA and the Africa Coordination Unit to ensure credible, efficient and effective regional network management and operations.

### **4. Key performance areas**

The key performance areas are as follows:

- ❖ Overall office facility and supplies management.
- ❖ Coordination of logistics for GWP SA and the Africa Coordination Unit's regional and Pan-African events.
- ❖ Understanding, application and enforcement of donor financial procedures, regulations and reporting to ensure contractual compliance.

- ❖ Checking and ensuring adherence to institutional internal administration controls.
- ❖ Coordination of transport.
- ❖ Budget development and administration for GWP SA and Pan-African program events.
- ❖ Understanding of the full aspects of financial management.

## 5. Main duties and responsibilities

The main duties of the administrative assistant include the following:

- Reception duties.
- Ensuring that the reception area has relevant publications.
- Coordinating transport.
- Ensuring the kitchen and board room facilities are clean at all times.
- Managing the event calendar, including meetings at the GWP SA office.
- Managing output deadlines.
- Updating staff travel and leave schedule.
- Assisting in the day-to-day accounting functions and recording accurate expenditure.
- Receiving and checking expenditure receipts and reconciliations from staff, Country Water Partnerships (CWPs) and partners.
- Office procurements.
- Development and maintenance of an efficient and effective filing system of all administrative documents and contracts.
- Event budget formulation and sourcing quotes for services.
- Any other duties assigned by the Finance and Administration Manager.

## 6. Qualifications, qualities, skills, abilities and experience

- An appropriate university degree or equivalent professional qualification in administration and office management.
- Computer literacy in financial accounting software/systems and spreadsheets, and the use of the internet and online communication tools.
- Excellent knowledge of relevant GWP SA/Global Water Partnership Organization (GWPO) and International Water Management Institute (IWMI) administrative and operating protocols and policies.
- An understanding of natural resource management and development issues in the region and Africa.
- A very good service approach and service management; very good personal organization and priority setting skills, as well as the ability to meet deadlines; and excellent skills in leading and managing people, and being accountable for their service.
- Ability to maintain a positive, cooperative relationship with partners, clients and members of the different GWP SA governance structures (GWP SA Steering Committee, Regional Technical Committee and Secretariat, and CWPs), and have a demonstrated willingness to assist others in times of need.
- Contribute to work carried out by the team and partners, be reliable and exhibit the capacity to both deliver and receive criticism constructively, as well as providing effective feedback, and an effective and transparent approach to sharing information.
- Exhibit interpersonal skills of applying tact and courtesy, and be fluent, succinct and clear in communication to ensure there is no misunderstanding.
- Ability to deal with discretion on sensitive issues and respond positively to challenges, maintaining confidentiality at all times.
- A proactive approach to delivering results with limited supervision.
- Ability to work independently and take direction from others where needed.
- Ability to manage multiple responsibilities simultaneously.
- Be flexible in a fast-paced environment of ambiguity, rapidly changing priorities and tight deadlines.

- Willing to work outside office hours and/or occasional weekends.
- Willing to travel overseas – when necessary.

### **7. Applications**

Individual consultants who meet all the above requirements are invited to submit their curriculum vitae to the following address no later than **December 07, 2018 (Friday)**:

Tendai Gandanzara

Global Water Partnership Southern Africa

333 Grosvenor Street, Hatfield Gardens

Pretoria, South Africa

Tel: +27 12 430 2121

Email: [Tendai.gandanzara@gwpsaf.org](mailto:Tendai.gandanzara@gwpsaf.org)