

**Consultancy Position  
Communication Officer  
GWP Southern Africa and Africa Coordination Unit**

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**Reports to:** Executive Secretary (directly) and GWP SA Finance and Administration Manager 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 Communication Officer will aim to assist in managing the delivery of specialist communication services for GWP SA and the Africa Coordination Unit to ensure credible, efficient and effective regional network management and operations.

### **4. Relationships and level of engagement**

*Internal:* GWP SA Secretariat staff, Pan-African Coordination Unit, Country Water Partnership (CWP) Chairs and Coordinators.

*External:* Partner organizations and service providers.

The Communication Officer engages at entry level on institutional and operational matters for Pan-African, Southern African Development Community (SADC) region and national levels. The person should develop and maintain positive working relationships with GWP SA staff.

## **5. Key performance areas**

The key performance areas are as follows:

- ❖ Strategic communications
- ❖ Developing key strategic messages, briefing notes and annual report
- ❖ Liaison with the Global Water Partnership Organization (GWPO) and CWPs on network administration
- ❖ Regional partnership information management
- ❖ Develop and lead implementation of social media
- ❖ Representing GWP SA at communication events

## **6. Main duties and responsibilities**

The main duties of the Communication Officer include the following:

- Writing press releases
- Maintaining and updating GWP SA website
- Develop social media content (Facebook, Twitter, Google+, etc.)
- Garner users to follow/like GWP SA social media networks
- Establish a strong presence on LinkedIn and begin engaging influencers
- Prepare impact reports/stories
- Organize special events
- Facilitate information flow among GWP SA/Africa Coordination Unit partners
- Working with GWP SA program teams, relevant stakeholders and strategic partners to prepare relevant and targeted communications
- Working with the program teams in sourcing stories from CWPs for publications, progress reports and website uploads
- Work with program teams on thematic/technical content to prepare for GWP SA participation in exhibitions at scientific symposia, conferences, and other key meetings and events
- Lead the communication aspects of the key regional events
- Arrange for the outsourcing of special services such as translation, design, printing, video production, etc., for regional activities and events
- Establish and maintain the GWP SA e-filing system to ensure comprehensive GWP SA records are effectively stored for easy retrieval and sharing via the website and other means
- Ensure live streaming for GWP SA/CU events
- Undertake any other tasks requested by the Regional Executive Secretary

## **7. Qualifications, qualities, skills, abilities and experience**

- An appropriate university degree or equivalent professional qualification in communication. A master's degree is an added advantage.
- Computer literacy, use of the internet and online communication tools.
- Excellent knowledge of relevant GWP SA/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; excellent skills in leading and managing people and be 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 and good communication: the Communication Officer requires skills of applying tact and courtesy, and must 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 working hours and/or occasional weekends.
- Willing to travel overseas – when necessary.

### **8. 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) with a copy to Alex Simalabwi  
([alex.simalabwi@gwp.org](mailto:alex.simalabwi@gwp.org))