

**Consultant – Resource Mobilization and Logistics Officer**  
**GWP Southern Africa and Africa Coordination Unit**

**Reports to:** Executive Secretary (Resource Mobilization), Finance/Administration Manager (Logistics)

**Location:** Gaborone, Botswana

**Duration:** 8 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 global 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 Africa 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 coordination of 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 enhance water security for job creation, climate-resilient infrastructure and implementation of the United Nations Sustainable Development Goals (SDGs). The 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

The position provides support in mobilization of sustainable funding for the GWP SA. The incumbent will support the identification, cultivation, solicitation and stewardship of multilateral, bilateral, corporate and philanthropic foundation prospects for funding at regional and country levels, as appropriate. Specific responsibilities include the following:

#### A. Resource mobilization

- Identification, tracking and follow up on fund mobilization tasks which explore traditional and new finance streams to increase funding in support of the strategic goals of GWP SA and its programs.
- Support fund-raising by developing work plans in accordance with ethical fund-raising principles.

- Support all fund-raising activities at the regional level to ensure that fund-raising opportunities are being utilized.
- Maintain strong relationships with a portfolio of funders and key partnerships, and monitor trends in the regional development funding arena.
- Assist with the preparation and submission of funding applications to regional funding agencies.

#### **B. Logistics support – GWP SA/Southern African Development Community (SADC) projects**

Provide logistical support to the SADC/Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) Transboundary Water Management in SADC program, as well as to other GWP SA/Africa events. In close consultation with GWP SA and the SADC Water Division, the consultant is required to carry out the following tasks:

### **4. Deliverables**

#### **a. Resource mobilization**

- List of donor/ International Cooperating Partnerships (ICPs), full contact details of Focal Point and brief of funding priorities
- Tracking information on available funding opportunities at regional and country level in the SADC region
- Monthly reports on funding opportunities for GWP SA/Africa-related activities by country and at SADC regional level

#### **b. Logistics support deliverables**

- Event calendar across all GWP SA/Africa projects
- SADC water-related event calendar
- Minutes of event planning and post-event meetings
- Signed invitation letters
- Final confirmed list of participants
- Final attendance register with contact details
- Information notes
- Well planned and organized events

### **5. Supervision and relationships**

- Reporting to the Executive Secretary on resource mobilization tasks and to the Finance and Administration Manager on Logistical tasks.
- Additional reporting on logistics to the program staff responsible for specific projects.
- Maintain good working relationships with other team members in the GWP SA/Africa Coordination Unit, as well as other GWP regional project managers.
- Participate in GWP SA team meetings and contribute to team building efforts.
- Work closely with the GWP SA Program Unit, Finance Unit, and Communication and Knowledge Management Unit.

### **6. Duration of assignment**

The assignment will be for the period August 1, 2018 to March 31, 2019.

### **7. Qualifications and experience**

Applicants with the following qualifications and experience will be considered:

- A sound understanding of SADC and its mandate.
- A minimum of 7 years of professional and relevant experience in planning and organizing large international events and conferences.

- Excellent written communication skills (including strong editing skills).
- Working within a multicultural and international environment.
- Ability to solve problems and make sound decisions quickly and efficiently.
- Sound proficiency in spoken and written English.
- Capacity to work under pressure and meet tight deadlines.

## 8. Applications

Individual consultants who meet all the above requirements are invited to submit their curriculum vitae to the following address no later than July 27, 2018 (Friday):

Tendai Gandanzara

Global Water Partnership Southern Africa

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Pretoria, South Africa

Tel: +27 12 430 2121

Email: [Tendai.gandanzara@gwpsaf.org](mailto:Tendai.gandanzara@gwpsaf.org) with a copy to Cathrine Mutambirwa  
([Cathrine.mutambirwa@gwpsaf.org](mailto:Cathrine.mutambirwa@gwpsaf.org))

