

**Consultancy Position  
Finance Assistant  
GWP Southern Africa and Africa Coordination Unit**

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**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 Finance Assistant will aim to assist in managing the delivery of specialist finance 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:

- ❖ Strategic overview of GWP SA and Pan-African program finances (financial accounting, management and auditing).
- ❖ Budget development and administration for GWP SA and Pan-African programs.
- ❖ Understanding, application and enforcement of donor financial procedures, regulations and reporting to ensure contractual compliance.

- ❖ Preparation and management of the GWP SA annual financial audit process, ensuring financial audit reporting is carried out in accordance with the Global GWP auditor's guidelines.
- ❖ Checking and ensuring adherence to institutional internal controls.

## **5. Main duties and responsibilities**

The main duties of the administrative assistant include the following:

- Ensuring smooth day-to-day accounting functions and recording accurate expenditure;
- Record keeping and reporting.
- Receiving and checking expenditure receipts and reconciliations from staff, Country Water Partnerships (CWPs), partners, Steering Committee (SC) members, and Regional Technical Committee (RTEC) members.
- Managing the procurement of goods.
- Raising payment vouchers, and timely processing and accurate coding.
- Following up on proof of payments from the International Water Management Institute (IWMI).
- Filing all vouchers and journals.
- Analyze bank charges to projects.
- Making copies of all vouchers at IWMI.
- Updating the payment register on a daily basis.
- Liaising with the relevant person at IWMI on payment follow up and update on progress.
- Managing petty cash and bank advance reconciliations.
- Preparing monthly debtor and creditor reconciliations.
- Manage the monthly telephone analysis.
- Conducting a bank charge analysis.
- Ensuring all vouchers have the acceptable documentation (invoices, three quotations, receipts, etc.).
- Any other duties assigned by the Finance Manager.

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

- An appropriate university degree or equivalent professional qualification in financial accounting and management.
- Computer literacy in financial accounting software/systems (e.g., Pastel and SAP) and spreadsheets, and use of the internet and online communication tools.
- Excellent knowledge of relevant GWP SA/Global Water Partnership Organization (GWPO) and 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 SC, RTEC and Secretariat and CWPs), and have a demonstrated willingness to assist others in times of need.
- Contribute to the 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, ensuring there are no misunderstandings.

- Ability to deal with discretion on sensitive issues and respond positively to challenges, maintaining confidentiality at all times.
- Have 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  
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Pretoria, South Africa  
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