

The person and the job:

The International Water Management Institute (IWMI) seeks to hire a Program Officer to provide program and research support to the research team based at the Southern Africa office of the Institute in Pretoria, South Africa. The Program Officer will report directly to the Head, IWMI Southern Africa, and will support a team of 14 international researchers undertaking various agricultural water management research projects and programs across the 15 countries in the Southern Africa subregion. The person will support the growth of the research agenda of the IWMI Southern Africa office (IWMI-SA) through the development of proposals and concept notes, and production of quality reports and proceedings; and support the publication process of various research papers and reports of IWMI-SA and the Regional Strategic Analysis and Knowledge Support System for Southern Africa (Re-SAKSS-SA). The Program Officer must also have exceptional documentation, conceptual and analytical skills.

Location:

IWMI Southern Africa Office in Pretoria, South Africa.

You will:

- serve as the point of contact for IWMI-SA programs and assist the Head, IWMI Southern Africa, in compiling initial responses to program-related requests and communications from IWMI headquarters (IWMI-HQ), donors and other collaborating partners;
- serve as the link between IWMI-SA programs and the Program Office at IWMI-HQ, and assist in the regular updating of the IWMI-SA research portfolio and related budgets in line with the IWMI-wide research agenda;
- assist the Head, IWMI Southern Africa, and the international research team in the compilation of joint monthly, quarterly and annual project progress reports and updates for IWMI's e-project system and also for donors, which will be required from time to time;
- assist the IWMI-SA research team in documenting new research concept notes and initial proposals for project development in liaison with the Business Development Unit (BDU) and the Program Manager at IWMI-HQ;
- supervise the new research publications and printing process of IWMI-SA in liaison with the Publications Unit and editing team at IWMI-HQ;
- provide technical support to the research team in the preparation of science meetings, workshops and conferences as well as documenting outcomes;
- update and upload IWMI-SA project outputs on to the IWMI e-project system in liaison with the Program Manager at IWMI-HQ; and
- assist the IWMI-SA research team in program implementation for some specific projects, which may be required from time to time.

You will possess:

- a master's degree in a program management-related discipline, e.g., economics, development studies/international development or equivalent. A master's degree will be an advantage;
- excellent conceptual, analytical and documentation skills;
- at least 5-10 years of experience in program design, management, implementation, monitoring and evaluation;
- knowledge of relevant practices followed in the implementation of scientific research programs in one or more countries in Southern Africa;
- knowledge of national networks of scientists and science users in one or more countries in Southern Africa;
- knowledge of scientific information relevant to one or more countries which is of specific interest to IWMI;
- a high degree of originality, creativity and innovation - demonstrate capacity for original thought on the implementation of research programs, and the ability to think creatively and innovatively.
- initiative - add value by identifying and acting on opportunities for program documentation without waiting for specific instructions;
- judgmental ability to know when to seek advice or opinions, and be able to reassess the past for new significance and relevance;
- the potential for independent and critical scientific thought, and for challenging accepted scientific knowledge and approaches;
- adaptability/flexibility - a willingness to reconsider your point of view and to adopt new ideas, duties and processes, and be able to work on a range of projects simultaneously;
- tenacity - demonstrate considerable persistence in ensuring the delivery of agreed outputs, especially under high-pressure conditions; and
- organization - outstanding personal organization and priority setting skills, and the ability to write brief and concise reports.

It would be useful if you have:

- a good understanding of water management issues, and the philosophies and working modes of various important partners in the region;
- knowledge of relevant scientific research, desirably spanning a number of disciplines;
- a broad awareness of relevant policy implications;
- strong interpersonal and communication skills with some limited cross-cultural communication in prior employment, and the potential to develop mutual respect and sound working relationships; and
- teamwork skills - the ability to work effectively in teams outside one's own country, with members drawn from a range of nationalities, cultures and scientific disciplines.

This is a nationally recruited staff position and only South African citizens are encouraged to apply. IWMI offers a competitive salary, benefits package and health insurance. IWMI's policy is to appoint staff initially on three-year contracts which are subject to renewal, depending on performance and the Institute's requirements.

The International Water Management Institute (www.iwmi.org) is an international, non-profit research organization dedicated to improving the management of land and water resources for food, livelihoods and the environment. IWMI is a member of CGIAR, an international consortium of agricultural research centers.

IWMI is an equal opportunity employer and is keen to further diversify its staff in terms of both gender and nationality.

Please submit your application to Ms. Karen Gunter at K.Gunter@cgiar.org

Closing date: January 31, 2014

Attach your résumé + your letter which addresses IWMI's requirements shown above with names and email addresses of 3 professional referees, to be contacted if you are short-listed