

TERMS OF REFERENCE

Strategic Programmes Officer

Drawing exceptional professionals from 130 countries, the membership of the International Water Association (IWA) brings together scientists, researchers, technology companies, and water and wastewater utilities, all working to address the world's most urgent water challenges when and where they arise, from ridge to reef and from catchment to tap. The IWA has become an international reference and source of durable water solutions, products and services that are robust and flexible enough to be universally applicable, easily accessible, and locally adaptable.

IWA publishes 12 scientific journals and 40+ books per year on water management. IWA develops leading edge innovations and synthesises these through the work of its IWA Specialist Groups, Clusters and a set of global programmes focused on for example Cities of the Future and Basins of the Future. IWA has a worldwide staff of approximately 50, with headquarters in London and offices in Nanjing, China and Chennai, India.

Strategic Programmes provide the IWA with a mechanism to respond to global challenges and support progressive agendas for water wise basins, cities, and utilities.

Under the general supervision of the Strategic Programmes Manager, the hired person has the responsibility to support: 1) IWA Digital Water Programme; 2) the coordination of IWA Strategic Programmes in general; 3) the implementation of relevant projects relating to the change agendas in IWA.

This position entails the following specific duties and responsibilities:

1. Coordinate the IWA Digital Water Programme (40%)

- Coordinate the process of creation and promotion of whitepapers developed through the Digital Water Programme Steering Committee.
- Be the IWA Secretariat Liaison for the Digital Water Programme Steering Committee including organising meetings, developing the agenda with the Steering Committee chair, minuting meetings and following-up on action items, and coordinating outreach (e.g. blogs, webinars, interviews) from the Steering Committee.

- Coordinate with Marketing and Communications Department on the topic of Digital Water, including development of communication products (videos, blogs, infographics), and outreach (events, webinars, social media).
- Be the focal person for engaging IWA members on the topic of digital water for key events, online platforms, etc.

2. Coordinate the Strategic Programmes

- Contribute towards the development and implementation of an annual plan of work and budget.
- Manage, expand and develop existing and new initiatives to develop the programme in line with overall organisation strategy.
- Develop and maintain partnerships with key international and regional organisations.
- Ensure high visibility of programme activities, outputs and outcomes through IWA publications, conference participation and general outreach and dissemination (while coordination with Marketing and Communications Department).

3. Implement and manage relevant project contributing to Strategic Programmes.

- Support the implementation of projects relating to key IWA strategies
- Support coordination of the work with the project partners and ensure that project milestones are met within scope and budget. This includes creating and maintaining project documentations and tracking project progress to ensure successful delivery
- Support end-user engagement (via IWA membership) in the development of the project outputs, as well as inclusion of IWA experts in the international multi-user panel.
- Develop marketing materials and a plan to reach out to target audiences of project to enable outreach and exchange on the topic of digital water from catchment to consumer.
- Support a community of practice on digital water which will be aligned and integrated into the IWA Digital Water Programme through regular engagement (online, through events, joint activities, etc.)

In addition to the duties and responsibilities outlined above, the officer is expected to contribute to other areas of the Association's work and/or support colleagues in a proactive manner; this includes:

- Carry out administrative duties required to function within the IWA Secretariat;
- Contribute to the team spirit and excellent ambiance in the IWA Secretariat and in working with partners;
- Collaborate with other IWA staff members to identify and explore strategic opportunities across IWA Strategic Programs.

The above job description contains the main duties and responsibilities for this position. However, in a small organization such as IWA, staff members are expected to show flexibility in their approach to work and be willing to undertake other tasks and missions that are reasonably allocated to them but which are not part of their regular job description. Where any task becomes a regular part of an employee's responsibilities, the job description will be changed in consultation with the employee and the Strategic Programs Manager.

REQUIRED SKILLS, QUALIFICATIONS & EXPERIENCE

Skills & Knowledge

- Well-developed communication and interpersonal skills, including demonstrable ability to communicate effectively verbally and in writing (in English)
- Professional knowledge on water and environment
- Creative and collaborative;
- Strategic and analytical thinking;
- Project and budget management skills
- Excellent organizational, interpersonal and multi-tasking skills;
- Self-starter, action-oriented and results driven
- Ability to work to deadlines and cope with pressure, multi-task, demonstrate flexibility
- Flexible team player, with awareness of, and sensitivity to the multi-cultural and international environment in which the IWA operates.

Qualifications

- Master degree in relevant areas (e.g. water / environment) or equivalent experience

- Experience and interest in digitalization and innovative technologies (preferably in the water sector)
- Adept in use of MS Office, particularly Excel and Word
- Experience in working across various digital and communications platforms;
- Experience working in networks or with a community of practice
- Language: English (Full Professional), and a second language in proficiency (e.g. Chinese, French, Spanish) is a plus
- Eligible to work in UK

Experience Required

- 5-8 years' working experience in the water sector
- Good experiences working on projects (esp. EU project)
- Experiences on/ involvements in (international) event organizations (e.g. international workshops, conferences, etc.)
- Experience on coordination of international programmes

Work percentage: Full-time (35 hours/week)

Duty station: London, UK.

Start Date: 16 January 2020

Duration: Permanent

HOW TO APPLY

Opening Date for Applications: 20/11/2019

Closing Date for Applications: 10/12/2019

Applicants are asked to submit their CV in English and a supporting letter of motivation along with the names and contact details of two referees.

Applications should be submitted by e-mail by **10th December 2019** to Mr. Keith Robertson, Global Operations Director at recruitment@iwahq.org.

IWA is an equal opportunity employer.

ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED