

Terms of Reference of GWP-Central Africa Regional Communications and Knowledge Management Officer

INTRODUCTION

The Global Water Partnership (GWP) is a global action network of partners supporting countries and regions in the sustainable development and management of water and related resources worldwide. GWP was created to foster the implementation of integrated water resources management (IWRM). GWP's **vision is for a water secure world** in which communities are protected from floods, droughts, and water borne diseases, and where environmental protection and the negative effects of poor water management are effectively addressed.

The GWP Network is supported and guided by the Global Water Partnership Organization (GWPO), an intergovernmental organization based in Stockholm, Sweden, which supports the structures established to group GWP Partners at different levels. GWP provides its Partners around the world with a neutral platform to uphold the **core values of inclusiveness, openness, transparency, accountability, respect, gender sensitivity, and solidarity**, and realize its **mission to advance the governance and management of water resources for sustainable and equitable development**.

GWP delivers its global program through a network of 13 Regional Water Partnerships of which the Global Water Partnership-Central Africa (GWP-CAf) is one. In this capacity, GWP-CAf provides support to the implementation of GWP's strategic goals. GWP-CAf is currently implementing the second phase of its 2014–2019 strategy.

GWP-CAf is a Regional Water Partnership (RWP) within the GWP Network, and brings together governmental, non-governmental, research, private and civil institutions and groups as well as all other water sector related institutions from the region and its countries. GWP-CAf works closely with the Economic Community of Central African States (ECCAS), Transboundary River Basin Organizations, and other key regional institutions in Central Africa region, for the purpose of supporting countries in the region in the sustainable development and management of their water resources by promoting and implementing IWRM principles.

To deliver its work in the Central Africa region, GWP-CAf has a governance structure with the following components:

- **The Regional General Assembly:** This organ consists of all Partners of GWP-CAf, all with equal status. It is the highest decision making body in GWP-CAf and meets once every two years to set strategic directions and policies.
- **Chair:** He (She) is the official Representative of the GWP Central Africa and supervises the implementation of the GWP Central Africa work plan, Programs and budgets. He/She promotes fundraising initiatives to sustain financial assets of GWP Central Africa

- **The Regional Steering Committee:** This organ consists of representatives **The Country Water Partnerships (CWPs)**, representatives of key regional bodies, and regional stakeholder groupings or colleges of Partners of GWP-CAf. Under the leadership of an elected Chairperson, it provides overall strategic direction to the work of GWP-CAf secretariat in keeping with the orientations of the General Assembly. It also has to provide oversight to ensure adherence to policies and procedures, and guide cooperation between GWP-CAf and its strategic partners. The Steering Committee is responsible for supporting fundraising initiatives aimed at ensuring the financial sustainability of GWP-CAf.
- **Scientific and Technical Committee:** it is an advisory body and deals with prospective and lessons learnt surveys and quality insurance of all GWP Central Africa strategies, programs and projects.
- **The GWP-CAf Secretariat:** A small secretariat of about four CORE staff is responsible for overall coordination and day-to-day management and administration of GWP-CAf network activities, both CORE and programmatic. The GWP-CAf secretariat is hosted by World Wide Fund for Nature (WWF) Cameroon office based in Yaoundé - Cameroon, and is headed by the Regional Coordinator.

All countries in Central Africa have the right to have a **Country Water Partnership (CWPs)**: It is a network of partner institutions in each country within the region which believes in the GWP principles and forms a national platform to advocate and implement GWP values for the sustainable management and protection of water resources.

GWP Central Africa has been implementing various programs related to integrated water resources management (IWRM) and climate change for more than a decade. The region intends to expand its program activities to contribute to new and emerging global and regional challenges.

Currently it is implementing the Water, Climate and Development Program (WACDEP) for Africa and supporting the countries in the Region in adaptation planning and mobilizing funding for water sector from climate related funds. The region plans on developing portfolios on Sustainable Development Goals (SDGs), Integrated Urban Water Management (IUWM), Food Security in the Water- Food-Energy-Ecosystem nexus, amongst others.

For an effective implementation of its mission in the Central Africa sub-region and Internationally, GWP-CAf developed a strategy for the period 2014-2019 and two three-year work programs, with the current one running from 2017 - 2019. Moreover, GWP Central Africa has established to date four Country Water Partnerships (CWPs) in the following countries: The Republic of the Congo, the Central African Republic, Sao Tome and Principe, and the Republic of Cameroon.

To support its partners and CWPs in their work, GWP CAf is recruiting a Regional Communications and Knowledge Management Officer to be based at the GWP-CAf regional secretariat in Yaoundé. Under the direct supervision of the Coordinator of GWP-CAf Regional Secretariat, the Regional Communications and Knowledge Management Officer will be responsible for ensuring the visibility of GWP-CAf actions and

activities at different levels, as well as the organization and coordination of knowledge generated by the GWP-CAf and its partners.

SCOPE OF THIS POSITION

Reporting to the Regional Coordinator, the Regional Communications and Knowledge Management Officer has the responsibility to update and implement the regional communications strategy to ensure that the region is present and recognized among GWP Partners, water professionals, government institutions and the public. As such, this role involves working with a broad range of actors (e.g., regional Steering Committee, GWP global secretariat, CWPs in the region, Partners, etc.). The Regional Communications and Knowledge Management Officer promotes and facilitates a culture of knowledge sharing across the region.

SPECIFIC DUTIES

Under the direct supervision of the Coordinator of the Regional Secretariat, the Communications and Knowledge Management Officer will have the following main functions and responsibilities:

A. Strategy Development and Implementation

- Ensure the implementation and update of the regional communication strategy in alignment with the global network's strategic direction and the specific needs of the region;
- Support the Region's Country Water Partnerships in the development of their communication strategy and provide technical support in its implementation;
- Ensure quality reporting to GWPO of RWP achievements and outcomes on a regular basis, as well as the timely dissemination and exchange of information on the outcomes of Regional activities to key audiences, including Partners, donors, other GWP Regions, media, relevant organizations and institutions, governments, etc.
- Ensure that the GWP visual Brand policy is properly applied by the RWP and CWPs, and that the GWP brand and reputation are maintained and enhanced.

B. Partnership Management

- Develop and maintain working relationships with RWP staff and Steering Committee, Partners, CWPs, GWPO and all other bodies important to the success of GWP network activities.
- Liaise with the GWPO Communications Unit and colleagues from other RWPs to seek advice, and share information and experiences that can benefit the entire GWP network;
- Facilitate the sharing of knowledge and information with and between the RWP, CWPs and other regional organizations (AMCOW, CEEAC, CBLT);
- Collaborate with the GWPO Resource Mobilization Manager to support fundraising efforts;
- Manage and update the GWP CAf partner database.

C. Communications and Knowledge Management

- Ensure the development and editing of public awareness materials on RWP and its activities including press releases, publications, newsletters, PowerPoint presentations, case studies, lessons learned products, etc;
- Manage relationships with the media;
- Oversee the development and operation of RWP knowledge systems to facilitate information flows and knowledge management;
- Strengthen and promote tools and methodologies for knowledge management and communication, and integrate them into RWP programs;
- Facilitate participation of GWP-CAf and CWP in relevant events on water and the environment, and ensure that the materials and "Exhibition Stand" properly reflect RWP reputation;
- Develop and update RWP web communications by keeping the website current, drafting blogs, spreading a range of content on social media and developing urgent campaigns;
- Coordinate the preparation of monthly and annual activity reports, and mission reports;
- Regularly seek feedback from partners and key stakeholders to evaluate the relevance and effectiveness of messages and communication;
- Assist in developing the capacity of GWP-CAf staff and partners in the field of communication and knowledge management;
- Establish a monitoring and identification system for the best publications and articles on water and environment produced by journalists and researchers in the sub-region, and facilitate dissemination.
- Support CWPs in the design of communication and awareness-raising tools (web page, newsletter, etc.);
- Supervise the organization and maintenance of e-mail distribution lists for stakeholders and members;
- Arrange outsourcing as necessary of selected editorial/writing services, translations, design, composition and printing.
- Manage the budget and associated administration for communication and knowledge management;
- Undertake any other RWP network communication activities requested by the GWP-CAf Regional Coordinator.

QUALIFICATION AND EXPERIENCE

The ideal candidate for the position of Regional Communications and Knowledge Management Officer must be a national of an ECCAS country, and should have the following qualifications and skills:

- Hold at least a Bachelor's Degree in Journalism, Communication, Public Relations, Information and Communication Technology, or Natural Resource Management, with at least 5 years working experience in communications;
- Experience in reporting for a wide range of audiences, including governments and policy makers, multilateral agencies and the public at national and international levels;

- Experience working with journalists and media, and ability to develop and maintain contacts with existing and new media;
- Strong interpersonal and communication skills, including excellent oral and written communication skills;
- Experience in editing and proofreading organizational communication documents;
- Ability to work independently and as part of a team, and capacity to work simultaneously on multiple projects and tasks;
- Demonstrated experience in the development of communication media (online, Media / Press releases, publications and reports);
- Ability to work in a multicultural environment and to interact positively with a wide range of stakeholders in an international, regional and national context;
- Experience in project management;
- Excellent computer skills (Word, Excel, Power Point, Internet, Social Media);
- Excellent written and oral communication skills in French and English. Knowledge of the Portuguese language will be an asset;
- Flexible and creative, with good analysis and synthesis capabilities;
- Additional training in development and/or environment, especially in Integrated Water Resources Management (IWRM), will be a major asset.

SUBMISSION OF APPLICATION FILES

Interested candidates should prepare and submit a motivation letter, addressed to the GWP-CAF Chair, with their curriculum vitae (including 3 references) to **recruit-cam@wwfcam.org** with copy to **secretariat@gwpcaf.org** and **Ligia-barros@hotmail.com** clearly indicating ***“Application for the position of Communications and Knowledge Management Officer of GWP Central Africa”***.

Applications must be submitted electronically no later than 5 pm (Cameroon time) on 21st June 2017. This call for applications is open to all candidates from the Central African region who are nationals of one of the GWP countries in Central Africa.

Female candidates are strongly encouraged to apply. Please note that only pre-selected candidates will be contacted.

EXPECTED START DATE: 1st July 2017

DURATION OF THE CONTRACT: 2 years, with a trial period of 6 months.

PLACE OF EMPLOYMENT: Yaoundé - Republic of Cameroon