



Terms of Reference Project Assistant

12 MONTHS - RENEWABLE

1. Background

The Southern African Development Community Groundwater Management Institute (SADCGMI) is established as the Centre of Excellence for groundwater management in the SADC region hosted by the Council for Scientific and Industrial Research (CSIR) Pretoria, South Africa on behalf of and under the strategic guidance of the SADC Secretariat, Directorate of Infrastructure and Services – Water Division, in Gaborone, Botswana. The mandate of the SADC-GMI is to promote sustainable groundwater management and provide solutions to groundwater challenges through creating an enabling policy, legal and regulatory environment, capacity development, advancing research, supporting groundwater infrastructure development, and enabling dialogue and accessibility of groundwater information in the SADC region.

2. The role of SADC-GMI

Promote sustainable groundwater management and provide solutions to groundwater challenges in the SADC region through building capacity, providing training, advancing research, supporting infrastructure development, and enabling dialogue and exchange of groundwater information. Conduct and support SADC Member States in groundwater research, and serve as a focal interlocutor with national, regional, and international groundwater initiatives. Currently, SADC-GMI is implementing the Sustainable Management of Groundwater in SADC Member States Project Phase 2, funded by the multi-donor trust fund Cooperation in International Waters in Africa (CIWA) and the Global Environment Facility through the World Bank.

3. Key Duties and Responsibilities

1. Serve as focal point supporting SADC-GMI project managers to implement projects at local, transboundary and regional levels;
2. Ensure a seamless interface between procurement and financial management functions within SADC-GMI to ensure that payments are effected on properly procured works, goods, and services;
3. Liaise with the Management and thematic experts in SADC-GMI in the administration and compliance with the World Bank, SADC-GMI, and other partners' procurement policies and regulations;
4. Support the successful implementation of the Subgrant scheme on the ground in the Member States, and subsequently facilitate its approval by the World Bank;
5. Any other duties as instructed by the Executive Director from time to time.

4. Selection Criteria

In addition to the academic and professional qualifications described below, candidates will be screened on the basis of the following competencies:

- a. Experience in the preparation and/or execution of works, goods and services procurements in the public sector. Familiarity with procurement procedures and policies on donor funded projects is a distinct advantage
- b. Excellent negotiation, multi-cultural, and inter-personnel skills, with experience and demonstrated skills in networking with government level-partners, donors, private sector, national and international NGOs and local community-based organizations;



- c. Strong skills to provide strategic support, technical oversight, prepare work plans, and manage project budgets and expenditures;
- d. Excellent inter-personnel, team working, flexibility and consensus building skills, with the ability to foster a strong team environment;
- e. Excellent written, analytical, presentation and reporting skills as well as meticulous attention to detail and commitment to a high standard of work;
- f. Use of a range of project and contract management tools/software to ensure effective running of the projects
- g. Excellent organizational and record-keeping skills;
- h. Problem solving skills and ability to work independently in a high-pressure environment;
- i. Advanced computer skills in MS Word, Excel and PowerPoint;

5. Required Qualifications and Experience:

Ideal candidates for this position should have the following qualifications and experience:

- i. At least a first degree in project management, business/public administration, engineering, economics or related disciplines with core qualifications in procurement and financial management,
- ii. At least 5 years of working experience in similar roles involving project administration, procurement, grants administration/management or related fields applying relevant technical expertise;
- iii. Excellent knowledge of English (writing, reading and speaking);
- iv. Fluency in SADC Languages (French, or Portuguese) is desirable.