

ORASECOM SECRETARIAT

JOB DESCRIPTION FOR THE POSITION OF EXECUTIVE SECRETARY

Background

The Orange-Senqu River Commission, ORASECOM, was established through an Agreement signed by the Governments of the four basin states namely, the Republic of Botswana, Kingdom of Lesotho, Republic of Namibia and Republic of South Africa for the integrated water resources management of the Orange-Senqu River Basin. Structurally, the ORASECOM Council is the highest body of the Commission that serves as the technical advisor to the member states on matters relating to the development, utilization and conservation of the water resources of the watercourse system. The Council is also there to perform other related functions at the behest of the member states.

In order to fully discharge its mandate, the ORASECOM Council took a decision in August 2004 to establish a permanent and non-rotating Secretariat as an international institution with legal capacity and authority to assist in implementing its decisions. The Secretariat acts as a focal point for the Commission's activities and provides administrative and secretarial support. . The core staff and operations of the ORASECOM Secretariat are fully financed through equal annual contributions from the four state Parties to ORASECOM. The Offices of the Secretariat are located in Centurion, South Africa, in fulfilment of a Hosting agreement that was signed in August 2006 between the Republic of South Africa (Host Country) and ORASECOM.

ORASECOM is desirous to recruit an Executive Secretary. The Secretary reports to the Council and in particular, to the standing Chairperson who shall appraise personal performance annually based on a Contract approved by the Commission. Other employees, report to the Executive Secretary. As the Chief Executive/Accounting Officer and an ex-officio member of the Council, the Executive Secretary is responsible for the day-to-day efficient running of the Secretariat under the Council's broad policy direction.

The Person

The Executive Secretary is expected to plan and develop strategies for the effective management of the Secretariat and liaison with its wide range of stakeholders. This position requires an assertive and experienced individual with high level of integrity and ability to perform duties with diplomacy and reach decisions through consensus. In particular, the person must have a fair understanding of the political and economic dynamics of the four basin states related to integrated water resources management and trans-boundary water cooperation.

Qualifications and Experience

The ideal candidate must possess, at least, an appropriate degree in a relevant discipline including engineering, natural/environmental/social sciences, economics, law or business/public administration and 12 years' experience in programmer and/or organizational management with recent experience of water or natural resources

management. Specific skills for the position include the ability to cooperate with Member States, SADC Secretariat, Donors and Stakeholders. Excellent writing and communication/presentation/negotiation skills in English are essential. Membership of a relevant professional body would be an added advantage.

Job Profile

The Executive Secretary is expected to guide the Secretariat in the following key functional areas in addition to carrying out any other tasks and responsibilities that the Council may identify and assign from time to time:

Strategy and Programme Management

- Provision of the strategic vision, planning expertise and operational leadership required to achieve the Secretariat's operating goals, within the context of the Orange-Senqu River Commission Agreement, the SADC Protocol on Shared Watercourses, and other emerging areas that further enhance transboundary water cooperation.
- Structuring of programmes and delegation of authority to ensure effective communication and efficient operations throughout the organization.
- Coordination of the state Parties input to the Forum of the Parties (Ministers responsible for Water) and Council meetings and ensuring that the agendas and documentation are compiled and distributed well in advance of scheduled meetings.
- Quality Assurance on all Secretariat's products, proposals and client services.
- Development and maintenance of the project management systems required by task teams (expert groups) and implementing agencies to manage programmes and projects.
- Implementation of all new projects in accordance with the development principles/policies/processes of the Secretariat

Funding and Financial Management

- Cooperation with funding agencies (International Cooeprating Partners to ensure funding support is developed and maintained.
- Initiation of and participation in the planning process for fund development and growth of the Secretariat's funding resources.
- Assurance that the Secretariat's programmatic efforts comply with the requirements of the funding agencies and are conducted within allotted time and budget lines.
- Overall responsibility for budget administration and control
- Development and periodic update of an asset register and ensuring proper custodian and utilization of the Secretariat's property.
- Proper upkeep of the Secretariat's books and performance of annual audit.

Organisational, Systems and Human Resources Management

- Review of staffing portfolio and recruitment of any new staff.
- Assistance in the planning, implementation and evaluation of institutional strategies and procedures to give effect to the strategic direction outlined by the Commission.

- Chairing ORASECOM’s senior management team that makes contributions to setting policy, defining objectives, determining marketing and operations plans and resolving operational issues.
- Secretary to the ORASECOM Council, including taking and compiling minutes of meetings in a standard format.
- Designing and overseeing the implementation of organizational, human resources and procurement policies, systems and procedures, anticipating and addressing Secretariat’s needs.
- Review of information systems and software to ensure adequate infrastructure to facilitate compatibility, growth, database development and automation.
- Overall staff supervision and performance monitoring and evaluation.

External Liaison

- Raising national and international profile for the Secretariat and ORASECOM through associations, forums, conferences and other appropriate events.
- Liaison with international donor and funding agencies in order to promote the objectives the Secretariat.
- Collaboration with SADC Secretariat AMCOW and AU in ensuring the coherent implementation of the Protocol on Shared Watercourses, and other continental strategies and commitments.
- Promotion of relevant stakeholders’ participation in ORASECOM projects and relevant member states’ water resources management processes.
- Promotion of the Secretariat and ORASECOM through campaigns and road shows for dissemination of information to audiences deemed appropriate.

Outputs/deliverables

Some of the key deliverables or outputs include the following:

- Work plans, budgets, periodic progress reports and any other reporting requirements requested by ORASECOM or Donors.
- Quarterly progress reports and annual report and audited financial statements
- Clear policies for financial, information, communication and human resources development systems.
- Agenda papers and minutes/materials of arising from Council and Committee meetings.
- Strategies for coordinated implementation of projects in the basin.
- A sustainable fund raising programme for the Secretariat

Remuneration Package

- Basic Salary commensurate with experience.
- Relocation expense at cost.

Dated: September 2023.