



VACANCY: TERMS OF REFERENCE

Title: Project Assistant

Duty Station: Centurion, Pretoria

Reports to: Project Coordinator

Work Duration: 6 months, depending on performance and availability of funds

1.0 Introduction

The Orange Senqu River Commission (ORASECOM) was established in November 2000 following the signing of an agreement between the four basin states, Botswana, Lesotho, Namibia and South Africa. The Commission advises the basin states on the development, utilization and conservation of water resources of the Orange Senqu River and comprises of the Council as the highest decision-making body. UNDP has been supporting ORASECOM since 2006 to strengthen its technical and institutional capacity for joint management of the transboundary Orange-Senqu River in order to realize sustainable utilization and management of natural resources in the basin through the implementation of the Integrated Water Resources Management principles and practices.

Through the first phase of the UNDP-GEF support, ORASECOM produced the Transboundary Diagnostic Analysis (TDA) of the Orange-Senqu River basin, which summarized environmental and socioeconomic status of the basin, identified environmental threats to the basin ecosystem, and analysed immediate and root causes of the environmental threats. Based in the information presented in the TDA, the four countries identified their priority actions at the transboundary and national levels to address the identified environmental threats. Those priority actions were presented as the Strategic Action Programme, or SAP (for the transboundary level) and endorsed at the ministerial level by all four countries in August 2014. SAP contributes to the ORASECOM's basin-wide IWRM Plan and its implementation ensures the environmental sustainability in the basin.

ORASECOM, with support from UNDP, managed to secure further financial support from the Global Environment Facility (GEF) to implement selected priority activities of the SAP. The UNDP-GEF project titled, Support to the Orange-Senqu River Strategic Action Programme Implementation, is being implemented by ORASECOM since 2019.

Job Purpose:

To provide technical and administrative support to the Project Management Unit (PMU).

Eligibility:

The position is open to **South African** citizens only.

Responsibilities and Tasks

- Contribute to the development of work plans and monitoring plans for the Namibia Prosopis Demonstration project.
- Monitor implementation of the Namibia Prosopis Demonstration Project to ensure that timelines are met, and track and report on achievements.
- Coordinate meetings of the national Project Steering Committee (agenda, invitations, and minutes).
- Contribute to drafting of Terms of References.
- Contribute to drafting of project progress reports.
- Support the production and dissemination of materials on the Project and broader ORASECOM work.
- Update the stakeholder database including gender and youth disaggregated data.
- Support updating of ORASECOM website, drafting of annual reports for the project and ORASECOM, newsletters etc.
- Provide support in meetings and workshops (organization, recording of proceedings, etc).
- Represent the Project at meetings and other project related fora within the region and globally, as required.
- Provide any other functions as may be required.

Core Competencies

- **People Skills:** Ability to work independently and as a team player who demonstrates leadership and can support other staff.
- **Communication Skills:** Well-developed written and oral communication skills. Experience in using and developing various communication and knowledge management tools.
- **Integrity:** Works with trustworthiness and integrity and has a clear commitment.
- **Resilience/Adaptability and flexibility:** Ability to operate effectively under extreme circumstances
- **Awareness and sensitivity of self and others:** Demonstrates awareness and sensitivity to gender and diversity. Have experience and the ability to live and work in diverse cultural contexts in a culturally appropriate manner.
- **Work style:** Is well planned and organized even within a fluid working environment and has a capacity for initiative and decision making with competent analytical and problem-solving skills.

Technical Competencies for this position

- Natural resources management, preferably water resources management experience
- Previous communications and knowledge management experience
- Experience in multi-donor funding environment will be useful

Qualifications and Experience

- A bachelor's degree in natural resources management, biodiversity conservation, land/water management or equivalent. Postgraduate qualification is ideal.
- At least one year of work experience in a relevant discipline: water resources management, natural resources management
- At least one year of experience in establishing effective partnerships within and outside an organization.
- Communications: Ability to explain complex concepts in layman's language; demonstrate sensitivity for cultural and gender differences
- Stakeholder orientation: Understands stakeholder needs and concerns; responds promptly and effectively
- Teamwork: Collaborates with other structures. Has the ability to get consensus and collaboration
- Learning and knowledge sharing: open to new ideas
- Analytical thinking and decisive judgement
- Fluency in English
- Previous work experience in one or more of the participating countries, and previous work experience in the region on issues related to the Project will be very favourably considered.

Submission of the application documents:

Qualified applicants are invited to submit their Curriculum Vitae, cover letter and relevant qualifications **(all documents should be combined into one attachment)** through email to lusia.kalipi@orasecom.org with a copy to; kalipi.lucia3@gmail.com and monica.rakhuhu@orasecom.org; no later than 12h00hrs on Wednesday 31 January 2024.