



Job Description : COMMUNICATION AND M&E SPECIALIST

The Southern African Development Community Groundwater Management Institute (SADC-GMI) is a newly established regional center of excellence on groundwater hosted by the University of the Free State in Bloemfontein, 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 vision of the SADC-GMI is to ensure the equitable and sustainable use and protection of groundwater, as well as being a center of excellence in the areas of groundwater management and management of groundwater dependent ecosystems in the region. The role of the GMI will be to:

- Promote sustainable groundwater management and 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.

SADC GMI is established as a not-for-profit company under South African law. For the coming 5 years the SADC-GMI will act as the implementing agency of the Sustainable Groundwater Management in SADC Member States Project funded by the World Bank (through the support of the Global Environment Facility and the Cooperation in International Waters in Africa trust fund). During this period the SADC-GMI is expected to secure long term funding to become a sustainable center of excellence and groundwater expertise in the region providing research, training and advice to public and private sector clients.

The SADC-GMI is guided and supervised by a Board of Directors with representatives of the SADC Secretariat, SADC Member States and the University of the Free State.

The SADC-GMI hereby invites applications from suitably qualified candidates to fill this new position of:

Communication and Monitoring & Evaluation Specialist

Duty Station

The position is based in the SADC-GMI office hosted within the Institute for Groundwater Studies at the University of the Free State in Bloemfontein, South Africa, with extensive travel to SADC Member States

The Position

The Communication and M&E Specialist will be responsible for outreach, awareness raising, dialogue and advocacy work; monitoring and reporting of SADC-GMI activities as well as managing the access and exchange of information and knowledge using ICT, print, audio and visual media. S/he will report directly to the Director of SADC-GMI.

Key Duties and Responsibilities

The key duties and responsibilities will include the following:

1. Support the Director of the SADC-GMI with the day-to-day running of the Communication and monitoring and evaluation (M&E) functions supported in the SADC-GMI Articles of Association and its Business Plan.

2. Ensure that the M&E framework is aligned to the Results Framework and indicators of the GEF-5 focal area for International Waters, the CIWA multi-donor Trust-fund, and the World Bank's core indicators.
3. Support the SADC-GMI Director in organising the multi-stakeholder mid-term review and preparation of the completion report upon project closing
4. Assist the Senior Groundwater Specialist in the collection, assessment and integration of the available deliverables of the predecessor Groundwater Drought Management Programme (GDMP) (includes research reports and data, mapping, communication materials, website, and groundwater monitoring tools and IT-equipment) into the SADC-GMI activities
5. Build a platform and network of cooperation and knowledge-sharing, connecting stakeholders such as experts, decision-makers, and representatives from groundwater-dependent sectors as well as international groundwater agencies
6. Serve as key expert for awareness raising, knowledge management and communication involving the critical activities to inform, engage and maintain dialogue with key stakeholders at all levels through implementing a graphic profile and communication activities, running an updated SADC-GMI website, disseminating information and knowledge and developing online learning platforms
7. In liaison with the Senior Groundwater Specialist, lead the setting up and implementation of an Information and Communication Technologies system for knowledge sharing platform to build an integrated data management system interlinked with a GIS platform and the project websites; involving storing, connecting and collecting information from various regional and global groundwater initiatives and data sources (e.g. hydrogeological vulnerability maps, etc)
8. Assist in the Evaluation and Learning process to monitor impacts, trouble-shoot and report on results taking into consideration community, environment and gender, and feed the findings into the learning and training activities under SADC-GMI
9. Coordinate proper interface and compatibility of the SADC-GMI Communication and M&E systems with those in the SADC Member States, University of the Free State and the collaborating partners
10. Build the capacity of SADC-GMI staff and key stakeholders in the development, implementation and use of the communication, ICT and monitoring and evaluation systems
11. Support the SADC-GMI Director and the entire team in the production of monthly, quarterly, semi-annual, annual and adhoc reports as necessary

Selection Criteria

The ideal profile of the successful candidate will be based on the following competencies:

- A technical expert with proven understanding of the establishment and operationalisation of ICT, print and visual based project and institutional communications systems as well as proficiency of Monitoring and Evaluation systems within the international development environment;
- Ability to interact effectively with and represent the organization to a wide range of clients and stakeholders in multiple organizations and cultures;
- Excellent negotiation, multi-cultural, and inter-personnel skills, with experience and demonstrated skills in networking with Ministry level-partners, donors, private sector, national and international NGOs and local community-based organizations;
- Knowledge of SADC legal frameworks and operating environment pertaining to regional integration is an asset;
- Excellent written, analytical, presentation and reporting skills;
- Use of a range of management tools to ensure effective running of the communication and M&E functions;
- Excellent organizational, record-keeping and decision making skills;
- Problem solving skills and ability to cope under pressure;
- Be able and willing to travel extensively regionally; and,
- Be self-motivated, versatile and able to work in diverse teams.

Required Qualifications and Experience:

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

- At least a degree level qualification with majors in communications and monitoring & evaluation, or related disciplines with key qualifications in these relevant fields;
- At least 10 years of working experience in related fields performing core functions in institutional/project communications as well as monitoring and evaluation using various methods including the print, visual and ICT applications;
- Previous working experience in the water sector within sub-Saharan Africa and particularly in the SADC region is an asset
- Demonstrated knowledge or ability to work on the development and operation of computer based databases and learning platforms is critical;
- Excellent computer skills, including MS office programs (MS Access/Excel/Project);
- Knowledge of specific Monitoring & Evaluation software applications is an advantage;
- Excellent knowledge of English (writing, reading and speaking); and,
- Fluency in the other SADC Languages (French, or Portuguese) is desirable.

Additional Considerations

- Applicants must be nationals of one of the SADC Member States.
- Applications received after the closing deadline will not be considered.
- Only those candidates that are short-listed for interviews will be notified. If you do not hear from us one month after the closing date then you may consider your application as not having been successful on this occasion.
- Qualified female candidates are strongly encouraged to apply.
- SADC-GMI reserves the right to appoint a candidate with the nearest fit to the ideal profile advertised or not to appoint anyone to the post.
- A competitive package commensurate with the level of qualification and experience, similar to comparable positions in regional institutions is on offer
- The successful candidate will be hired on an initial 2 year contract of employment from the date of engagement, with an initial three months' probation period. The contract may be extended for up to another 1 year or more subject to good performance and availability of funding