



Vacancy: Program Officer Uganda Water Partnership (UWP)

- JOB TITLE:** Program Officer
- REPORTS TO:** Uganda Water Partnership (UWP) Steering Committee
- LOCATION:** UWP Host Institution - UWASNET
- DURATION:** 2 years, with possibility of extension to August 2024

THE GLOBAL WATER PARTNERSHIP

The Global Water Partnership (GWP) is a multi-stakeholder action network dedicated to working with countries towards the equitable, sustainable, and efficient management of their water resources. We comprise 3,000+ partner organizations in over 180 countries. Our network of 65+ Country Water Partnerships (CWPs) and 13 Regional Water Partnerships (RWPs) convenes and brokers coordinated action by government and non-government actors. The network is supported by a Global Secretariat set up as an inter-governmental organization – the Global Water Partnership Organization (GWPO) in Stockholm, Sweden. GWP mobilizes action for water security through a unique combination of social capital, shared values, credibility within the local and global water community, bottom-up orientation, and expertise. A network of networks, we work to ensure the ‘voices of water’ can influence local, national, regional, and global development priorities. We are committed to our role as a neutral convener and respected for our focus on inclusiveness and sustainability. More information: www.gwp.org.

THE GLOBAL WATER LEADERSHIP PROGRAMME

GWP’s Strategy 2020-2025 emphasizes the urgent need for coordinated action to advance governance and management of water resources for sustainable and equitable development. As an action network bridging the global to the local and the local to the global, GWP seeks to lead systems changes at all levels, as they pertain to providing water solutions, effective policy and financial planning for water, and catalysing climate-resilient development. GWP accomplishes this by initiating steps with its local partners which lead to incremental shifts, resulting in a larger system change.

As an implementing partner of FCDO’s “Global Water Leadership in a Changing Climate” (GWL) programme, GWP has designed a set of work packages to contribute to the programme’s Output 2 (Evidence, norms and standards) and Output 3 (Identifying systemic and financial constraints) for Integrated Water Resources Management, and where possible, for climate-resilient WASH services, in collaboration with UNICEF. These outputs will contribute to generating political leadership for water at the national and international levels.

GWP’s strategy for delivery of the GWL programme is based on horizontal and vertical integration, which indicates cooperation at multiple levels: between national and local stakeholders within a country; between

national and global stakeholders towards international platforms; and among project partners both at the global level and within each country. It leverages GWP's role and function on the global, regional, and national levels to bring forth a joint vision and a spectrum of impacts together with the GWL programme partners. GWP will be contributing to the Global Water Leadership programme's outputs through the following key activities:

- Providing grassroots perceptions of water insecurity in selected countries through a survey, complete with ground truthing of relevant data
- Providing baseline and updated information to demonstrate the status and evolution of water and climate resilience in policies and plans in the selected countries through the establishment of a scorecard approach,
- Supporting inclusive and participatory government-led multi-stakeholder change processes to identify bottlenecks in water resource management
- Catalysing political uptake and implementation of the strategies and mobilising strong global voices for water and sanitation in international platforms.

The Uganda Water Partnership (UWP)

The Uganda Water Partnership is the country-level multi-stakeholder network of Global Water Partnership (GWP) partners in Uganda working towards improving governance and the sustainable use and management of water resources. UWASNET is the current Host Institution and Secretariat for UWP.

UWP seeks to recruit a suitable Ugandan professional to fill in the position of Program Officer with **2 year, with possibility of extension to August 2024**

The Program Officer will work closely with the UWP Secretariat and report to the UWP Steering Committee in supporting UWP to meet the intended aims of the UWP's Strategic Plan. The PO will be the principal person responsible for coordination of UWP activities, and will be expected to manage the day-to-day running of the UWP Secretariat and any other duties assigned to them by the UWP Steering Committee. S/He will therefore need to be a good team player and consensus builder.

The broad terms of reference for the PO include:

- a. Liaison and building alliances with similar-minded networks and Water resources-related implementing institutions (Government agencies, Local Governments, CSOs, media, etc).
- b. Facilitate functional UWP Thematic groups at the national level
- c. Contribute to the design & production of Information, Communication and Advocacy materials
- d. Preparation of Quarterly and Annual Reports to the UWP Steering Committee & partners.
- e. Represent UWP at various fora at the national and regional levels.
- f. Ensuring that activities outlined in the Annual Work Plan (AWP) are executed in a timely manner
- g. Assist in the management of the activities of the secretariat of UWP
- h. Expedite registration of UWP as an independent entity and ensure renewal of relevant registrations
- i. Act as a desk officer for UWP, act as the point of contact for UWP and lead in the coordination of meetings.
- j. Support the UWP Steering Committee and Host Institution in the identification of and outreach to potential implementing partners, and conducting of partners' assessments for new UWP applicants

- k. Organization of meetings and coordination with relevant stakeholders; attend all meetings and events as requested by the Steering Committee and ensure all meetings are minuted and final minutes disseminated to relevant persons
- l. Draft and follow-up of correspondences with relevant institutions
- m. Coordinate with the Host Institution to ensure that the UWP website and other social media handles are regularly updated on activities, news briefs and other relevant information
- n. Support in resource mobilization

The Programme Officer will also be responsible for the development, coordination, implementation, and reporting of the GWL Programme.

GENERAL DUTIES

The Program Officer will provide guidance, coordination and administrative support as needed and liaise with the Global Programme Specialist for GWL to ensure overall coherence of the programme implementation:

- Serve as key focal point for the coordination and implementation of the GWL activities at country level
- Liaise and coordinate country level activities in close cooperation with teams at country, regional and global level
- Support identification and securing of opportunities for large scale climate financing for climate resilient water and sanitation services and water resources management
- Ensure timely progress tracking and reporting for country activities

SPECIFIC DUTIES AND TASKS RELATED TO GWL

a. Programme Implementation and Coordination at Country Level

- Support the implementation of GWL activities in Uganda
- Support development of work plans and budgets at country and regional levels
- Support the Uganda Water Partnership to identify and secure opportunities for large scale climate financing for climate resilient water and sanitation services and water resources management.
- Assist in strengthening the UWP to achieve the overarching desires of the programme with respect to accelerated improvements in water governance and management
- Ensure delivery of all programme outputs on time and within budget at country level
- Coordinate administrative, logistics and financial support to programme activities
- Provide guidance to consultants engaged during the implementation of the programme
- Assist in the coordination and management of the activities of the secretariat of Uganda Water Partnership.
- Support the Global Programme Specialist to ensure that sufficient support is in place for country change processes
- Implement the communications and outreach strategy in cooperation with the Global Programme Specialist and the GWP communications team
- Support country teams to conduct community surveys
- Track delivery of programme activities that involve stakeholders in Uganda.
- Promote an inclusive and gender transformative approach in relevant activities

b. Programme Monitoring, Reporting and Evaluation

- Prepare quarterly reports covering activities in the country/region and submit to Global Programme Specialist, who is in charge of overall reporting and submission to the donor
- Support the Uganda Water Partnership's Governance in monitoring and evaluation of activities
- Coordinate programme evaluation and audit at country level

c. Knowledge management and communication

- Capture key programme outputs/outcomes and lessons generated from the processes and activities at country level
- Facilitate sharing of lessons among the local stakeholders

Competencies:

- Professionalism:** Shows pride in work and in achievements; Demonstrates professional competence and relevant subject matter knowledge; Is conscientious and efficient in meeting commitments, observing deadlines and achieving results; Is motivated by professional rather than personal concerns; Shows persistence when faced with difficult problems or challenges
- Teamwork:** Works collaboratively with colleagues to achieve organizational goals; Is willing to learn from others; Places team agenda before personal agenda; Supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position
- Planning & Organizing:** Develops clear goals that are consistent with agreed strategies; Identifies priority activities and assignments; Adjusts priorities as required; Allocates appropriate amount of time and resources for completing work; Foresees risks and allows for contingencies when planning; Monitors and adjusts plans and actions as necessary; Uses time efficiently.
- Communication:** Speaks and writes clearly and effectively in English,
- Information Technology:** Proficiency in Microsoft Office Suite.

Interested applicants for the Program Officer position are required to have the following qualifications and experiences:

- Minimum qualification Master's Degree in project management, international development, water resources management, climate change, environmental protection, social development, sociology, gender or related area
- Understanding of water resources management and governance, climate change, development (SDGs), gender and related issues
- Understanding of the institutional and policy environments around water security, climate resilience building and gender equality in the country
- Experience working within multi-stakeholder platforms and supporting change processes
- At least five years of relevant experience in the above areas with focus around policy analysis, stakeholder engagement and project management.
- Excellent analytical and writing skills and very good organisational and task management skills, demonstrated teamwork skills and ability to work independently

- Demonstrated ability in project management, including workplan development, tracking, budgeting, and reporting
- Excellent writing and communication skills in English.
- Experience collaborating and or working with government institutions and agencies preferred

How to apply

Send Motivation letter explaining your interest in the stated position (including expected salary); CV not exceeding 5 pages; names of three 3 work related referees; and applicant's daytime telephone contact to:

The Chair, Uganda Water Partnership

Email: ugandawaterpartnership@gmail.com

Closing date is 5pm on March 18th, 2022

Only short listed candidates will be contacted. The successful candidate will be required to commence work immediately. UWP is an equal opportunity employer.