

COMMUNICATION AND KNOWLEDGE MANAGEMENT EXPERT

1. Background

The UNDP-GEF project, titled “Strengthening the institutional capacity of African Network of Basin Organization (ANBO), contributing to the improved transboundary water governance in Africa” aims to strengthen the coordination and collaboration capacity of African Lake and River Basin Organisations and Commissions and cooperative frameworks for transboundary groundwater management, and their member states towards improved transboundary water governance in Africa. The project is designed to achieve this objective through strengthening the capacity of the African Network of Basin Organisations (ANBO). The project will support the implementation of the ANBO Strategy and Action Plan (of 2014). The project has two components. Component 1: Strengthening ANBO’s institutional and technical capacity as a technical arm of AMCOW, and Component 2: Supporting the capacity building of Lake/ River basin organisations, Groundwater Commissions and RECs to foster transboundary cooperation. At the continental level, ANBO has been formally recognized as the technical arm of AMCOW on transboundary water resources management. The project will assist ANBO in effective execution of this role. At the national level, the project will engage with relevant entities of national governments which represent the respective governments at the Lake and River Basin Organizations as well as with Groundwater Commissions wherever these have been formed.

Project is financed by the Global Environmental Facility (GEF) and scheduled to be completed within 3 years. GEF Implementing Agency for the project is UNDP, while GEF Executing Agencies (EAs) for the project is OMVS and UNESCO on behalf of the ANBO and its members. For each GEF EA, a separate UNDP project document is developed which governs the respective budget managed by each GEF EA. Despite the two project document, the project will be managed as one and reported as one project to UNDP and to the Global Environment Facility.

Communication and Knowledge Management Expert will support the ANBO and the project under the guidance and supervision of the UNDP-GEF ANBO Project Manager. The performance of the Communication and Knowledge Management Expert will be appraised jointly by OMVS and the Project Manager annually.

Duration: One year with a possibility of extension (maximum 1 year at a time) based on performance for the duration of the project.

Location: The post will be based in the OMVS Secretariat in Dakar, Senegal, with extensive travel throughout all regions of Africa required to deliver the project outputs and outcomes. (All travels must be approved by GEF IA/EA in advance.)

2. Specific Technical and managerial responsibilities:

The Communication & Knowledge Management Expert shall assist the Project Manager in the overall coordination of all aspects of the UNDP-GEF project. He/she shall assume the responsibilities of the Project Manager in his/her absence including communications with the Implementing Partners (OMVS and UNESCO). The Communication and Knowledge Management Expert will, together with the Project Manager, have the general responsibility for

ensuring the project's high quality technical output. The Communication and Knowledge Management Expert will be responsible to effectively package and disseminate the information generated by the project tailored to the targeted audience, extract knowledge from best practices and lessons learned for further sharing with the project stakeholders and others through various knowledge management and sharing networks and fora, including ANBO, AMCOW, GWP, GEF IW:LEARN, Africa Water Week, etc.

- Assist the Project Manager in preparation of the Annual Work Plan of the Project on the basis of the Project Document and inception report;
- Assist the Project Manager in preparation of quarterly and annual project progress reports, particularly the technical and communication aspects.
- Ensure close collaboration with the major technical partners.
- Oversee the maintenance and enhancement of the African Water Information System (AWIS).
- Provide technical support and input to the development and implementation of the ANBO Communication Strategy.
- Produce high quality communication and awareness-raising products about the project and ANBO activities, in line with the ANBO Communication Strategy
- Keep the ANBO website up-to-date with ANBO-related and the project-related updates and information.
- Assist with preparation of Terms of Reference for Consultants and Contractors; and
- Represent the Project at technical meetings within the region and globally, as required. (All travels must be approved in advance.)

3. Qualifications and Experience

- Post-graduate degree in Information Science, Communication, Water Resources Management or a directly related field;
- Proven experience in Information Technology, Database management, and effective Communications;
- At least five years experience in fields related to the assignment;
- Previous experience with River Basin Organisations (RBOs), Regional Economic Commissions (RECs) and national Governments are considered as an asset;
- Demonstrated management and team building skills;
- Familiarity with the goals and procedures of international organizations;
- Fluency in English and French, both speaking and writing, are required.

