



Republic of Malawi



United Republic of Tanzania

JOINT SONGWE RIVER BASIN COMMISSION

JOB OPPORTUNITY

Position:	Executive Secretary
Institution:	Joint Songwe River Basin Commission
Duty Station:	Kyela, Tanzania
Duration:	Three years with possibility of renewal once subject to satisfactory performance.
Remuneration:	A competitive package by regional standards and commensurate with the position and qualifications of the potential candidate
Reports to :	The Council of Ministers through the Joint Steering Committee

1.0 Background

The Governments of the United Republic of Tanzania and the Republic of Malawi established the Joint Songwe River Basin Commission (SONGWECOM) through a convention, which was signed on 18th May, 2017 and came into force on 1st July, 2018 after ratification by both governments. SONGWECOM is a bilateral transboundary river basin organization established to sustainably manage the basin natural resources and implement the Songwe River Basin Development Programme (SRBDP) on behalf of the two governments. The Commission consists of three permanent organs: (i) The Council of Ministers (Council), (ii) The Joint Steering Committee (Committee) and (iii) The Secretariat.

SONGWECOM now invites applications from Malawian and Tanzanian citizens for the Position of Executive Secretary of the Commission. The successful applicant is expected to oversee the

work of the Commission according to the directions of the Committee and the Council. The Executive Secretary shall be the Accounting Officer for the Commission.

2.0 Duties and Responsibilities

- i. Establish a functional permanent Secretariat of the Joint SONGWECOM;
- ii. Manage development of strategic options for raising resources for financing projects under the SRBDP;
- iii. Coordinate Resource Mobilization for the various Programs and Projects of the Commission;
- iv. Coordinate and implement partnership agreements between the Commission and development partners;
- v. Manage infrastructure developed under the SRBDP and any other assets acquired thereafter including operation and maintenance of the said assets;
- vi. Prepare, update and submit the Strategic Action Plan of the Commission to the Committee for its consideration and recommendation to the Council.
- vii. Initiate and oversee the implementation of the Strategic Action Plan for the Commission;
- viii. Promote operational linkages with other similar regional and international agencies and Institutions;
- ix. Prepare and submit annual work plans and budgets of the Commission to the Committee for its consideration and recommendation to the Council;
- x. Implement the approved annual work plans and budgets of the Commission and monitor progress;
- xi. Prepare and submit annually books of accounts of the Commission to the independent external auditors;
- xii. Prepare ordinary and extraordinary meetings of the Council and the Committee and/or any meetings of technical working groups or taskforces;
- xiii. Report semi-annually to the Committee on the activities of the Commission as well as the programmes and projects planned, initiated or executed;
- xiv. Be responsible for the effective and efficient functioning of the Secretariat as administrative head;
- xv. Advise the two member states on all issues relating to sustainable water resources management and development in the Songwe River Basin;
- xvi. Manage all (financial, material and human) resources of the Commission;
- xvii. Be responsible for the overall management of the Commission in fulfilling its mandate as provided for in the Convention; and
- xviii. Perform any other duties assigned by the Council and the Committee from time to time.

3.0 Qualifications

- i. At least a Master's degree in one or more of the following areas: Water Resources Engineering/Management; Natural Resources Management; Environmental

- Engineering/Management; International Water Law; Development Economics, Social Sciences or any related field; a PhD will be an added advantage.
- ii. At least 15 years of experience in policy development and implementation and not less than 5 years at a senior managerial position level, preferably of an international organization, ideally related to water resources management;
- iii. Good experience in dealing with transboundary water negotiations and the sensitivity around them in the SADC region and/or elsewhere;
- iv. Should not be more than 57 years of age; and
- v. Should be fluent and proficient in English.

4.0 Additional skills that will be an advantage include:

- i. Experience in developing financial management, human resources management, data and information management systems;
- ii. Experience in fund raising and resource mobilization strategy development and co-ordination;
- iii. High-level experience in working closely with governments, donors, civil society and inter-governmental organizations;
- iv. Experience in coordinating/evaluating a portfolio of complex and multi-stakeholder development projects, preferably in natural resources management;
- v. Experience in working in a multicultural environment;
- vi. Experience in managing or implementing donor-funded projects;
- vii. Profound understanding of the development needs, aspirations and vision of each riparian member country;
- viii. Demonstrated experience in networking, and building and sustaining strategic partnerships with stakeholders and high level negotiation skills;
- ix. Very strong conceptual, analytical and problem solving skills;
- x. Demonstrated research and publishing ability;
- xi. Excellent communication skills (oral, written and presentation); and
- xii. Proficiency in Microsoft Office applications.

5.0 Attributes:

The potential candidate should be a well-rounded person with experience in trans-boundary cooperation and a demonstrated management capacity of multi-country regional programmes/projects is required. Knowledge of integrated water resources management would be a strong asset, strong communication skills and an interest and ability to learn are necessary.

Transparency and accountability, diplomacy and integrity are strong prerequisites for this position. Upon request, the candidate should be able to demonstrate and provide reference of transparency and accountability in all aspects of institutional management.

6.0 Application Process

Potential candidates, who meet the aforementioned requirements for the position, are advised to send their application letters with a detailed CV, copies of certified relevant certificates and contact details of three referees **by email** to:

**The Chairperson
The Joint Steering Committee
Songwe River Basin Commission
P. O. Box 300
Kyela
TANZANIA**

Email: recruitment.srbc@gmail.com with copies to: lugomela@yahoo.com and modesta.banda@gmail.com

Closing date for receipt of applications is Wednesday, 25th May, 2022.

Please, note that only shortlisted candidates will be contacted.

For detailed information about the position, please, request for terms of reference through email address recruitment.srbc@gmail.com