| **Organization:** | African Ministers’ Council on Water (AMCOW), |
| **Title:** | Groundwater Desk Officer |
| **Job Function:** | Reports to: Director of Programs |
| **Classification:** | Grade: P3 (out of a P1 - P5 professional grading structure) |
| **Date:** | 4th Feb, 2019 |

**Background:**

AMCOW is an intergovernmental, Pan-African, non-budgetary institution working under the Specialized Technical Committee on Agriculture, Rural Development, Water and Environment of the African Union (AU), and provides political oversight on water resources and sanitation in Africa. AMCOW’s mission is to provide political leadership, policy direction and advocacy in the provision, use and management of water resources for sustainable social and economic development and maintenance of African ecosystems.

For more information, refer to: [http://www.amcow-online.org/](http://www.amcow-online.org/).

The position of Groundwater Desk Officer is one of the management functions under the Program Director at AMCOW Secretariat located in Abuja, Nigeria. The scope of responsibilities of the role are described below.

**Responsibilities:**

The Groundwater Desk Officer will be responsible for setting up and operationalizing the groundwater function at AMCOW Secretariat. He/she will coordinate all groundwater activities with the view to shaping knowledge and action on groundwater development and management on the continent. Specifically, the position holder will:

- Systematically map and maintain an updated database of stakeholders engaged in groundwater activities on the continent. This includes having a clear understanding of the types and sizes of such institutions/organizations, and their thematic and geographical foci.
- Work with such identified institutions/organizations with the view to establishing coordinating and collaboration mechanisms and platforms for groundwater activities in Africa.
- Lead in Collating, Analyzing and Managing Knowledge on Groundwater with the intention of shaping opinion and influencing action on sustainable groundwater development and management in Africa, at appropriate levels.
- In collaboration with other officers within AMCOW Secretariat and other relevant partners, prepare position papers, technical/scientific papers, brochures and other knowledge materials for sharing with key stakeholders of AMCOW at various levels. Such stakeholders of particular importance would include the Technical Advisory Committee (TAC) and the Executive Committee (EXCO) of the Governing Council, the Regional Economic Commissions (RECs), the Lake/River Basin Organisations, and other key players in the groundwater subsector.
- Identify and manage key events/moments and platforms for managing knowledge with the view of institutionalizing learning on groundwater in Africa.
- Spearhead mobilization of technical and financial support for groundwater activities on the continent from various sources within and outside the continent.

The Groundwater Desk Officer is a key position in the Secretariat who’s role is to assist the Secretariat to achieve the following overall objectives:

- Enhance AMCOW’s presence and visibility at the country and regional levels, aiming to promote effective policy-making tools and useful intelligence on the sustainable management and development of groundwater on the African
continent.

- Promote regional synergies and country level efforts on groundwater and institutionalize groundwater coordinating mechanisms within the Secretariat.

More specifically, the Groundwater Desk Officer is responsible for managing the following key activities:

- Ensure consistent and proper use and visibility of AMCOW’s brand by improving groundwater activities, effectiveness and outreach, in order to enhance awareness and understanding of groundwater issues amongst Member States through country, regional and wider public events like Africa Water Week and AfricaSan Conferences;
- Collaborate with the Manager of Communications and Visibility to prepare press releases and interview messages, as well as coordinate, proofread and assure content delivery of AMCOW’s newsletters and other types of learning materials and policy documents.
- Collaborate with the Resource Mobilisation Officer to prepare project idea notes and concept notes in order to mobilise resources aimed at strengthening Africa’s groundwater management, development, policy making and governance at national, regional and at transboundary levels

| Experience:                                      | Minimum 10 years of work experience in the water sector, of which, at least 5 years of experience should be on groundwater issues within the framework of integrated water resources management (IWRM), water security analysis, planning and advocacy.
|                                                | Proven ability to network with, coordinate and influence high profile stakeholders engaged in the sustainable management of groundwater in the region.
|                                                | Extensive and successful experience conducting research and managing knowledge, (including but not limited to writing technical papers, policy briefs, position papers etc) and creating compelling evidence required for country level action, especially the institutionalization of groundwater management systems.
|                                                | Multi-tasking skills with the ability to wear many hats in a fast-paced, challenging and rewarding environment.

| Technical Expertise: Required Expertise: | Experience and competence in the analysis of data on groundwater systems, water security and climate change.
|                                          | Strong experience in designing, planning and organising learning activities at international level, and with high-profile audiences.
|                                          | Excellent scientific writing and communication skills; and very strong and successful experience in developing and managing knowledge.

| Education, Professional Qualifications and Certification: | A Master's Degree in any of the following: Water Resource Management with specialisation in groundwater resources management, Hydrogeology, or Civil/Hydrological Engineering with specialization in groundwater. Membership to relevant associations and networks will be an added advantage.

| Language Requirements: | Fluent and superior mastery of English and/or French through education and experience in a work context. Mastery of the other language is an added value.

| Citizenship Requirements | Citizen of any of the AU countries. |
Submissions of Applications:

Interested candidates for this position should submit their formal application and resume not later than 4th March 2019, to the address/email:

The Executive Secretary  
African Ministers’ Council on Water (AMCOW)  
No. 11, T.Y. Danjuma Street, Asokoro District  
Abuja, Nigeria.  
Email: info@amcow-online.org

Female candidates are encouraged to apply.  
Please note that only shortlisted candidates will be contacted.