Organization: African Ministers’ Council on Water (AMCOW)

Title: Project Development/Resource Mobilisation Officer

Job Function:
- Function: Projects
- Reports to: Program Coordinator

Classification:
- Grade: P3 (out of a P1 - P5 professional grading structure)
- Date Posted: 14th February 2020

Background:
AMCOW is an inter-governmental, 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 promote cooperation, security, social and economic development, and poverty alleviation among Member States through the effective management of the continent’s water resources and the provision of water supply and sanitation services, and is mandated to provide political leadership in the implementation of the African Water Vision 2025 and water components of the African Union’s Agenda 2063. For more information, refer to: http://www.amcow-online.org/

The position of the Project Development/Resource Mobilisation Officer is one of the functions of the Projects department at AMCOW Secretariat located in Abuja, Nigeria. The scope of responsibilities covers identification and preliminary assessment of tendered projects, in line with AMCOW’s strategic directions and thematic scope, research and development of potential project partnerships/consortia, development of both unsolicited and tendered project’ proposals.

Responsibilities:
The Project Development/Resource Mobilisation Officer functions as a strategic thought-partner to the Program Coordinator, ia hands-on, proactive and participative position, who is responsible for the following areas:

- Ongoing research, primarily via secondary sources, tailored and focused on new project opportunities related to AMCOW’s thematic areas, both through keeping abreast with program trends and tendering notifications of donors’ and other parties supporting policy development, intelligence, learning and knowledge sharing projects in the water supply and sanitation sectors in the African continent and/or any of its regions.

- Development of tendered or unsolicited project proposals for donor or sponsor screening and support, in line with the Secretariat strategic objectives and AMCOW’s priority themes in the water and sanitation sector.

- Development of a streamlined and effective proposal development methodology, in synergy with the intelligence and learning shared at AMCOW through the project managers, monitoring and evaluation Officer, knowledge sharing function, Program Coordinator, etc.

The Project Development/Resource Mobilisation Officer plays an active role in working closely with the Program Coordinator, project management, monitoring and evaluation, and knowledge sharing team, in supporting the Secretariat’s efforts to develop in-house project proposal development capacities, ensuring the submission of professional and winning proposals developing its strategic “think tank” capacities in AMCOW’s thematic areas of focus.

Under the supervision of the Program Coordinator and overall leadership of the Executive Secretary, the position is responsible for enhancing project development and resource mobilisation effectiveness. Furthermore, under the guidance of Program Coordinator, the Projects Development/Resource Mobilisation Officer is also responsible for organizing effective and well-targeted market research regarding new
project opportunities for AMCOW to extend its project portfolio via its strategic partners and/or alliances. Under the direction and monitoring of the Program Coordinator, the Project Development/Resource Mobilisation Officer shall focus on the following key initiatives and be responsible for the following activities:

- Ongoing targeted market research with an eye to identify appropriate and timely new business/project opportunities for the Program Coordinator to assess and decide whether to pursue or not, and how.
- Be instrumental in further developing and enhancing the project proposal methodology, assuring effective and efficient streamlined processes, customized templates in accordance with project and/or donor’ types, sources of internal and external primary and secondary information, update of the database of business partners, drafting and review records, quality controls, logistics, etc.
- Frame Secretariat strategic goals and SMART objectives, process objectives (tasks and activities), and impact objectives (realistic and specific key performance/output/result indicators) in the project proposals.
- Ensure compliance with AMCOW Secretariat branding requirements throughout project proposal writing, review and submission.
- Proactively coordinate with the project management, knowledge sharing, monitoring and evaluation functions to assure smooth access to adequate and required background and specific information, AMCOW’s references appropriate/relevant to each particular project proposal, resource materials, etc., as critical elements of the project proposal.
- Incorporate the intelligence of won contracts, as well as success and failure factors, into valuable knowledge assets of the Secretariat in the project proposal development activities.
- Proactively coordinate with the Finance and Administration function in translating the project process and output objectives into a realistic and feasible budget and timeframe of high professional standards, aiming to assure a high rate of success in project proposals concluding into effective contracts.
- Be critical and constructive about the reasons for unsuccessful results in pursuing new project opportunities and provide input on strategies for improvement.

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<tr>
<th>Number and titles of coordination lines</th>
<th>The position will have the following coordination lines:</th>
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<tbody>
<tr>
<td></td>
<td>▪ Finance Manager</td>
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<td>▪ Project Managers</td>
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<td>▪ Monitoring and Evaluation Officer</td>
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<td>▪ Knowledge Sharing function</td>
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<th>Experience:</th>
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<td>▪ Minimum 7 years of relevant experience, with at least 5 years of solid hands-on experience in market research in the water supply and sanitation sectors in Africa, and in project proposal development as well as in resource mobilisation.</td>
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<td>▪ Other relevant project experience and familiarity with monitoring and evaluation standards and practices.</td>
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<td>▪ Experience or broad familiarity with the water sector in Africa.</td>
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<td>▪ Driven to excellence and quality of measured results, business development and project proposals, with a strong record of communication and coordination in a growing institution and/or organization.</td>
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<td>▪ Successful track record in setting priorities, being organized and flexible in highly dynamic and challenging environments, and dealing with a variety of</td>
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stakeholders.

- Excellent ability to work in cross-cultural and cross-functional teams, and possibly, high profile technical, donor and government stakeholders.
- A track record of accountability through successful meeting of objectives and deadlines in a dynamic intra-governmental and/or development environment.
- A person with multi-tasking skills, able to wear many hats in a fast-paced, challenging and rewarding environment.

### Technical Expertise:

**Required Expertise:**

- Expertise in market research and project planning, design and proposal writing.
- Expert in people and target audience communication, as well as good connoisseur in building partnerships and alliances.
- Good knowledge and successful experience in writing cross-border/regional and/or continental level project proposals.
- Knowledge of or familiarity with project monitoring and evaluation standards and practice.

### Education, Professional Qualifications and Certification:

- A Master's Degree in Market Research, Strategic Management, or Project Management.
- A Bachelor Degree in water resource management, environmental management, or water supply or sanitation engineering, or business/technical writing.

### Skills:

- Capable of multi-tasking and strong drive for excellence in details.
- Superior writing, communication and presentation skills.
- Very good learning and knowledge sharing skills.
- Strong team player.

### Computer Literacy:

- Fluent in Microsoft Office (Word, Excel, PowerPoint).
- Familiarity with project management tools.
- Good knowledge and preferably work experience with Cloud-based technologies.

### Language Requirements:

- Fluent and superior mastery of English or French through education and work experience in a business context.
- The other languages would be an asset.

### Values:

- High professional ethics beyond legal compliance.
- Commitment to the public good.
- Commitment to quality and excellence, knowledge sharing and maintaining public trust.
- Accountability to AMCOW Secretariat, the AU Member States and donors.
- Transparency, honesty and integrity including cross-cultural openness and flexibility.

### Citizenship Requirements:

- Citizen of any of the AU Member States.

### Remuneration:

AMCOW offers a competitive packages comparable to those offered by similar regional/International organisations.
Submissions of Applications:

Interested candidates for this position should submit or email their formal application and resume not later than 12:00 (Noon) on 20th March 2020, to:

The Executive Secretary
African Ministers’ Council on Water (AMCOW)
No. 11, T.Y. Danjuma Street, Asokoro District
Abuja, Nigeria.

Email: info@amcow-online.org

Please note that only shortlisted persons will be contacted, female candidates are encouraged to apply.