



VACANCY ANNOUNCEMENT

Policy officer – Political Initiatives

Grade: Cadre
Reporting to: Executive Director
Location: Marseille, France
Contract: 100% – CDD (limited term contract with view to evolve to a CDI)

Under the general supervision of the Executive Director, the Coordinator – Political Initiatives will undertake the following tasks:

A. Political background analysis

- Prepare political analysis to underpin the Council's work with mayors, parliamentarians and ministers;
- Prepare political background materials for Council engagement in regional policy and diplomatic efforts on water;

B. Political initiative development and implementation

- Lead the further expansion and implementation of the Istanbul Water Consensus, including the Champion Cities work
- Keep track of the results of the Istanbul water Consensus
- Engaging with locally and regionally elected officials and liaising with members and partners;
- Lead the strengthening of the involvement of parliamentarians, e.g. the Parliamentarians Help Desk
- Engaging with parliamentarians from around the world and liaising with members and partners;
- Prepare all briefings, reports and other materials required for the work with elected officials;
- Develop new activities to engage political actors for water in consultation with Board members;

C. External relations and communications

- Communicate effectively with elected officials, Council members, partners and staff on Council's political initiatives;
- Produce clear and concise written outputs in English for use at all levels, including for publication;
- Provide regular input to update the political initiatives part of the Council website;

D. 7th World Water Forum Political Process

- Provide input into the 7th World Water Forum Political Process, by taking into account the other processes, including supporting preparation of background documents, meetings and other communications;

E. Administration and finance

- Work effectively as part of cross-secretariat teams to deliver outputs to a high standard and on time;
- Manage and track budgets for specific activities ensuring that budgets are adhered to and that rigorous financial accountability is maintained;

- Supervise effectively and efficiently external inputs into programme activities, including by consultants and interns, and ensure that high quality products are delivered by third parties;
- Develop and use a detailed and time-bound personal work-plan to guide activities and to deliver results;
- Contribute to the team spirit and ethos of the WWC Secretariat and build and maintain strong relationships with members and partners;

The candidate needs to be willing to perform any other task in the WWC secretariat.

CANDIDATE REQUIREMENTS

Essential

- Relevant Masters degree or higher qualification (in sciences, social or political sciences or humanities);
- At least five years experience in working directly with elected officials, and strong understanding of political processes at all levels;
- Experience in developing political analysis and synthetic background papers in a short period of time;
- Experience in developing and coordinating policy initiatives with a range of partners;
- Successful fundraising, and narrative and financial reporting to donors;
- Excellent presentation and communications skills and the ability to write clear and concise issues briefs and reports in English;

Desirable experience

- Experience in working as part of a team to deliver key outputs on time and to budget.
- Besides fluency in English, knowledge of French and other languages;
- Demonstrable understanding of major policy issues on water management and development;
- Experience in working on complex multi-stakeholder processes.

BACKGROUND

The World Water Council is an independent, international organization that promotes sustainable water management throughout the world. It has more than 300 member organizations including governments, non-governmental organizations, businesses, professional networks and research institutions, based in over 50 countries. The World Water Council brings sound information and knowledge on water-related issues into the public domain to raise awareness and create political will to improve access to water and sanitation and manage water wisely. Every three years, the World Water Council organizes the World Water Forum with over 15,000 participants from around the world. The World Water Council's multi-cultural and dynamic headquarters in Marseille, France employs highly motivated individuals on an equal opportunity basis.

APPLICATIONS

Interested candidates who meet the selection requirements are requested to send their curriculum vitae and a letter of motivation in English. This letter should explain the candidate's experience with carrying out the above tasks and his/her fulfillment of the specified qualifications. The candidates need to present the names and contact details of 3 references, including one recent employer. Applications can only be done through e-mail and should be sent (**no later than 20 July 2013**) to:

The Executive Director of the World Water Council, Mr. Henk Sterk

E-mail: recruitment@worldwatercouncil.org