



International Secretariat for Water Solidarity Water Europe

Job description

European Office Coordinator

INTERNATIONAL SECRETARIAT FOR WATER – SOLIDARITY WATER EUROPE

Our vision is a world where everyone has safe and sustainable access to clean water and sanitation, while ensuring the preservation of water resources. Since our organization was founded more than 30 years ago, we have strived to create a world where everyone can live with dignity by using water as a lever for development. To achieve this goal, we work from the local to the global level and rely on a large network of partners on the five continents. Whether it be by building infrastructure, strengthening water governance, or mobilizing, connecting, and empowering civil society - especially youth - we conduct our activities with agility and creativity.

Access to water is a human right. And for this right to be recognized, and respected, it must be defined and above all, defended. The actions of our teams in Strasbourg (Solidarity Water Europe - SWE), in Montreal (International Secretariat for Water - ISW) and in our operational areas (Peru, Moldavia, Central Asia, West Africa, etc.) are guided and motivated by these values.

MISSION STATEMENT

The Coordinator operates under the hierarchical authority of the Executive Director of the International Secretariat for Water – Solidarity Water Europe. He or She will be hierarchically responsible for the collaborators based at the Solidarity Water Europe's office (currently 1 volunteer on Civic service). The position is located in Strasbourg. National and, occasionally, international travel is expected.

The main tasks related to the position are as follows:

Implementing the strategic orientations of Solidarity Water Europe's office and, in particular

- Ensuring the implementation of the 2021-25 institutional strategy of the ISW-SWE
- Identifying new interventions or funding opportunities
- Ensuring and developing partnerships with donors, national and international networks, particularly with European institutional and operational partners

Ensuring the management of human resources and coordinating the administrative activities of the Strasbourg office in close collaboration with the central administrative unit based in Montreal and

- Ensuring the proper administrative management of SWE and, in collaboration with the Head of Finance of the ISW-SWE, the follow-up of the monthly accounting
- Ensuring the efficient daily management of the office (contact with external suppliers, with administrative partners, etc.) and the follow-up of mails and communications

- Ensuring the follow-up of the office staff contracts (currently 1 civic service) and, in close collaboration with the Direction, directing the human resources according to the planning of the actions

Ensuring the implementation and follow-up of SWE's projects and actions

Currently:

SWE is carrying out a project to provide access to drinking water and sanitation in a watershed of 30 villages in Moldova. In this context, the coordinator is in charge of:

- Ensuring the project's administrative and financial follow-up, in relation with the local project manager (operational and financial follow-up, organization of steering committee meetings, field missions, drafting of the activity and financial reports, contribution to the project's communications)
- Actively contributing to the project's development (drafting grant applications (local, national, and international donors), facilitation of the steering committee)

SWE is actively involved with youth and carries out many actions to mobilize, support and connect youth and young professionals in the water sector. The coordinator shall be in charge of:

- Following-up the implementation of an ERASMUS Strategic Partnership project "Youth for Water and Climate Programme"
- Supporting the activities of the European Youth Parliament for Water (coordination of the organisation of the Parliament's plenary sessions (next edition in 2023) gathering 80 young people for 1 week).
- Coordinating the organization of specific youth and water-related events (World Water Day, European Youth Event...)

SWE is coordinating the Butterfly Effect NGO Network, a network of 140 member organizations that aims to mobilize water NGOs at the international level while advocating for positive and ambitious changes in the water sector.

It is requested to:

- Ensuring the strategic development of the network and implementing the planning of activities
- Facilitating and animating the steering committee meetings (minutes, participation in working groups, contact with partners and members...)
- Coordinating the network's communication in cooperation with the communications manager (website, social networking pages, newsletters)

Representing the ISW-SWE with institutional, technical, and financial partners

- Ensuring contacts with institutional and civil society partners
- Maintaining the relationships with partner networks
- Ensuring and developing contacts with local authorities

EDUCATION AND EXPERIENCE DESIRED

- Master's degree in a relevant field (including but not limited to: international relations, development cooperation, sustainable development and environment, political science, law, trade, business development)
- 3 to 5 years experience in a similar position or in a related sector of activity

SKILLS AND KNOWLEDGE REQUIRED

- Ability to prioritize, manage time and plan efficiently
- Versatility and perfect command of the project management cycle
- Experience in working with institutional donors, especially European
- Partnerships management
- Animation of meetings, networks, trainings...
- Interpersonal skills, ability to interact with various audiences
- Excellent writing and speaking skills
- Ability to work independently, in a team and in a remote work context

WORKING LANGUAGES

- **French** : perfect command is mandatory
- **English** : full professional capacity is mandatory

SITUATION DU POSTE

The position is based in Strasbourg, at the headquarters of Solidarity water Europe (in French: Solidarité Eau Europe) located: 273 avenue de Colmar, 67100 Strasbourg.

Regular missions in France and, occasionally, abroad are expected.

POSITION IN THE ORGANIZATION

The Coordinator will be integrated into the ISW-SWE team, which is divided between the headquarters in Montreal, Canada, the Strasbourg office in France and the various operational areas around the world. The Strasbourg office is composed of two full-time staff members.

The Coordinator's position reports to the Executive Director of the ISW-SWE.

CONTRACT TYPE AND SALARY

Permanent contract (CDI) / Full time (35h per week)

Salary: between 2.600 - 3.100 Euro gross / month, according to the profile and experience

- Mutual insurance covered
- 50% of the cost of public transport covered
- Teleworking agreement

Start date: September 1, 2022

APPLY!

To apply, please send a **resume** and a **cover letter** to info@see-swe.org by **July 17, 2022** (please mention "Strasbourg office" as object of your message)

To know more about ISW-SWE, visit <https://www.sie-see.org/en/>