

ADVERT FOR THE POST OF LIMCOM EXECUTIVE SECRETARY

1 Background

The Southern African Development Community (SADC) Revised Protocol on Shared Watercourses signed on 7th August 2000 aims to foster closer cooperation for judicious, sustainable and coordinated management, protection and utilization of shared watercourses and advance the SADC agenda of regional integration and poverty alleviation. This Protocol entered into force on 22nd September 2003 and calls for the need to establish Shared Watercourses institutions Watercourse commissions, joint water commissions and water sharing agreements.

It is within this framework that the Contracting Parties of the Limpopo Watercourse, namely Republic of Botswana, Republic of Mozambique, Republic South Africa and Republic of Zimbabwe, signed the Agreement for the Establishment of the Limpopo Watercourse Commission (LIMCOM) on 27th November 2003. This agreement aims to advise the Contracting Parties and provide recommendations on the uses of the Limpopo, its tributaries and its waters for purposes and measures of protection, preservation and management of the Watercourse. Structurally, the LIMCOM Council is the highest organ of the Commission.

In order to fully discharge its mandate, the LIMCOM Council took a decision on 30th of November 2011 to establish a Secretariat as provided for in Article 4.2 of the LIMCOM Agreement, to assist in implementation of the Council decisions. Once established, the Secretariat should act as a focal point for the Commission's activities and provide administrative and secretarial support.

The LIMCOM secretariat is hosted by Mozambique with offices located at Rua da Imprensa 162, 1^o andar, Maputo.

Scope of Work

The Executive Secretary is expected to head the LIMCOM Secretariat and is responsible for its strategic leadership, effective administration and programme delivery. The Executive Secretary implements LIMCOM decisions, safeguards the Commission's resources, supports its governing bodies and represents LIMCOM in its relations with Member States, SADC, cooperating partners and other stakeholders.

Qualifications and Experience

The Executive Secretary is required to be an assertive and experienced individual with high level of integrity and ability to perform duties with diplomacy and reach decisions through consensus. In particular, the person must have a fair understanding of the political, environmental, economic, technical, and social dynamics of the four basin states related to integrated water resources management and trans-boundary cooperation.

The candidate must meet the following minimum requirements:

- an appropriate post-graduate degree at minimum National Qualifications Framework (NQF) Level 8 in one or more of the following disciplines including engineering, natural science/environmental/social sciences, economics, law or business/public administration or equivalent.
- 10 years of experience in programme and/or organizational management with recent experience of water or natural resources management.

- Extensive experience of transboundary cooperation, particularly working with river basin organizations and demonstrated management capability.
- Specific skills for the position include the ability to cooperate with Member States, SADC Secretariat, Donors, and Stakeholders.
- Excellent writing and communication/presentation/negotiation skills in English and/Portuguese are essential.
- Leadership ability, management, organizational, communication, interpersonal and good negotiating skills.
- Working experience in the SADC is an added advantage.

Job Profile

The Executive Secretary as assigned by Council, is expected to guide the Secretariat in the following key functional areas in addition to carrying out any other tasks and responsibilities that the Council may identify and assign from time to time:

Strategy Programme Management

- Implement the annual Workplan for the Secretariat.
- Provision of the strategic vision, planning expertise and operational leadership required to achieve the Secretariat's operating goals, within the context of the Agreement for Limpopo Watercourse Commission and SADC Revised Protocol on Shared Watercourses and other emerging areas that further enhance transboundary water cooperation.
- Structuring programmes and delegation of authority to ensure effective communication and efficient operations throughout the organization.
- Coordination of the member states, input to Council meetings and ensure that the agendas, minutes, and any other relevant documentation are compiled and distributed well in advance of scheduled meetings.
- Quality Assurance on all LIMCOM products, proposals, and client services.
- Development and maintenance of the project management systems required by the Council, task teams, development partners, implementing agencies to manage programmes and projects.
- Implementation of projects in accordance with the development principles/policies/processes of the LIMCOM

Funding and Financial Management

- Cooperation with partners to ensure funding support is developed and maintained.
- Initiation of and participation in the planning process for fund development and growth of the LIMCOM funding resources.
- Assurance that the Secretariat's programmatic efforts comply with the requirements of the funding agencies and are conducted within allotted time and budget lines.
- Recommends required budgets for approval by the Council.
- Overall responsibility for budget administration and control.
- Development and periodic update of an asset register and ensuring proper custodian and utilization of the LIMCOM property.
- Proper upkeep of the Secretariat's books and performance of annual audit.

Organizational, Systems and Human Resources Management

- Develop a functional, efficient and inclusive LIMCOM Secretariat
- Recruitment, induction, performance management, and staff development in accordance with LIMCOM policies.

- Assistance in the planning, implementation and evaluation of institutional strategies and procedures to give effect to the strategic direction outlined by the Council.
- Chairing LIMCOM's senior management team that makes contributions to setting policy, defining objectives, determining marketing and operations plans and resolving operational issues.
- Secretary to the LIMCOM Council, including preparation of agendas and any other relevant documentation, taking and compiling minutes of meetings in a standard agreed format, and the distribution thereof
- Designing and overseeing the implementation of organizational, human resources and procurement policies, systems and procedures, anticipating and addressing LIMCOM needs.
- Review of information systems and software to ensure adequate infrastructure to facilitate compatibility, growth, database development, and automation.
- Overall LIMCOM Secretariat staff supervision and performance monitoring and evaluation.

External Liaison

- Raising regional and international profile for the LIMCOM through associations, forums, conferences, and other appropriate events.
- Liaison with international partners and funding agencies in order to promote the objectives of the LIMCOM.
- Collaboration with SADC Secretariat in ensuring the coherent implementation of the SADC Revised Protocol on Shared Watercourses.
- Promotion of relevant stakeholders' participation in LIMCOM projects and relevant member states' water resources management processes.
- Promotion of the LIMCOM through campaigns and road shows for dissemination of information to audiences deemed appropriate.

Reporting

The Executive Secretary reports to the Council and to the standing Chairperson who shall appraise personal performance quarterly and annually based on a Contract approved by the Commission. Other employees of the secretariat will report to the Executive Secretary. The Executive Secretary is responsible for the day-to-day efficient running of the Secretariat under the Council's broad policy direction.

Outputs/deliverables

The Executive Secretariat is expected to deliver, among others, the following outputs:

- Work plans, budgets, periodic progress reports, and any other reporting requirements requested by LIMCOM or Partners.
- Quarterly progress reports, annual reports and audited financial statements
- Clear policies for financial, information, communication, and human resources development systems.
- Agenda papers and minutes/materials arising from Council and Committee meetings.
- Strategies for coordinated implementation of projects in the basin.
- A sustainable fund-raising programme for the Secretariat

Duration;

The duration of the position of the Executive Secretary is five a (5) year fixed term with the possibility of renewal for a further one (1) term of five (5) years based on positive review of performance by the Council.

Timelines

Deadline for submission and receipt of application is close of business, (3:30 PM) on the 30th November 2026. The successful candidate would be required to assume office in Maputo as early as 1st February 2027.

Remuneration Package

A competitive package by regional standards and in line with the position and qualifications of the potential candidate

Conditions

Applications are restricted to citizens of the **Republic of South Africa**.

Instructions for applications

Applicants who meet the stipulated requirements should respond by sending an updated Curriculum Vitae (CV), certified Copies of academic certificates, proof of residence/citizenship and a minimum of three (3) verifiable references from previous employers and /or recognized academic institutions with contact telephone number/s to any of the following addresses:

- **Email:** admin@limpopocommission.org
- **Physical Address:** Rua da Imprensa 162, 1^o andar, Maputo
- **Telephone:** +258 835468445

Acknowledgements

Only short-listed candidates will be contacted by email or telephone.