



Zambezi Watercourse Commission (ZAMCOM)
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win-win cooperation / cooperacao, ganhas tu, ganho eu

- Position:** Executive Secretary
- Institution:** Zambezi Watercourse Commission (ZAMCOM)
- Duty Station:** Harare, Zimbabwe
- Duration:** Three-year fixed-term contract, with a possibility of renewal
- Remuneration:** A competitive package by regional standards and in line with the qualifications and experience of the potential candidate
- Reporting:** The Executive Secretary reports to ZAMTEC through the ZAMTEC Chairperson

INTRODUCTION AND BACKGROUND

The Zambezi Watercourse Commission invites applications from citizens of the Riparian States of the Zambezi Watercourse (excluding the host country - Zimbabwe) for the position of Executive Secretary.

The Zambezi Watercourse Commission (ZAMCOM) is an intergovernmental organization currently set up by eight (8) Riparian States that share the Zambezi Watercourse through the ZAMCOM Agreement of 2004. The countries that share the Zambezi Watercourse are the Republics of Angola, Botswana, Malawi, Mozambique, Namibia, United Republic of Tanzania, Zambia and Zimbabwe.

Vision and Mission

ZAMCOM's vision and mission draw from regional aspirations, the Integrated Water Resources Management Strategy and Implementation Plan for the Zambezi Watercourse and the ZAMCOM Agreement. The vision envisages a future characterised by equitable and sustainable utilisation of water for social and environmental justice, regional integration and economic benefit for present and future generations. In pursuit of that future, ZAMCOM strives to promote the equitable and reasonable utilisation of the Zambezi Watercourse's water resources and the efficient management and sustainable development thereof.

Functions of ZAMCOM

The functions of ZAMCOM include the following:

- (a) To promote, support, coordinate and harmonise the management and development of the water resources of the Zambezi Watercourse;

- (b) To collect, evaluate and disseminate all data and information on the Zambezi Watercourse as may be necessary for the implementation of the Agreement;
- (c) To advise the Riparian States on measures necessary for the avoidance of disputes among the Riparian States with regard to planning, management, utilisation, development, protection and conservation of the Zambezi Watercourse; and
- (d) To foster greater awareness among the inhabitants of the Zambezi Watercourse regarding the equitable and reasonable utilisation and efficient management, and sustainable development of the resources of the Zambezi Watercourse

JOB FUNCTION

The Executive Secretary will be based at the ZAMCOM Secretariat in Harare, Zimbabwe. The successful candidate working with a broad range of multi-sectoral stakeholders at the local, national, regional, continental and global levels is expected, among other credentials, to be a seasoned inspirational mobilizer and coordinator and a competent, inclusive change management leader. He/she must possess the initiative, esteem, integrity, credibility and strategic mindset to succeed in an environment with high expectations, challenges and potential opportunities. In addition, the candidate will be expected to uplift and enhance the visibility of the Commission as the pace-setting transboundary organization in the development and implementation of multi-sectoral climate proofed watercourse projects and programmes.

DUTIES AND RESPONSIBILITIES

The Zambezi Watercourse Commission has a three-tier institutional governance structure. The highest organ is the Council of Ministers (CoM), comprising of Ministers responsible for water from the Zambezi Riparian States. The Council is the Commission's supreme decision-making body, followed by the ZAMCOM Technical Committee (ZAMTEC), which advises the Council and is responsible for overseeing the implementation of policies and decisions of Council. As the tertiary Organ, the ZAMCOM Secretariat (ZAMSEC) provides technical and administrative services to the Council under the supervision of ZAMTEC.

With the support of Secretariat Staff, the Executive Secretary shall serve as the Secretary to both ZAMTEC and Council. He/she will be required to work with the governance structure's Project Implementation Units, Working Groups, National and Watercourse-wide Multi-sectoral Stakeholders Coordination Committees as well as Zambezi International Cooperating Partners (ZICPs), Strategic Partner Organisations (SPOs) and other groups and institutions whose interests enhance the advancement towards the realization of the Commission's set goals and objectives in the discharge of his/her duties.

The Mandate of ZAMCOM is premised on providing services to the Riparian States' desire to attain sustainable development and management of the Zambezi Watercourse's water resources. ZAMCOM has an approved Strategic Plan for the Zambezi Watercourse (ZSP, 2018 – 2040) as the long-term Programmatic Planning and Operational Framework for water resources management and development within the Zambezi Watercourse. The Executive Secretary will therefore be expected to drive the processes pertaining to the operationalization of ZAMCOM while ensuring the effective linkage between the Commission's strategic directions and its operations.

In this regard, the specific areas of accountability are as listed and detailed below:

- Strategic Direction, Partnerships and Cooperation;
- Operational Leadership to Programmatic Operationalisation of ZAMCOM;
- Institutional Development and Capacity Strengthening; and,

- Supporting the ZAMCOM Governance Structures for Enhanced Governance.

1. Strategic Direction, Partnerships and Cooperation

- i. Work closely with ZAMTEC and Council and provide leadership in strategic operationalization of the organization;
- ii. Communicate and enhance buy-in for ZAMCOM's programmatic planning and operations framework as guided by the Strategic Plan for the Zambezi Watercourse (ZSP);
- iii. Mobilise financial resources for the organization from a wide-range of sources – from Governments to strategic and cooperating partners;
- iv. Provide leadership in the development of innovative approaches to leveraging the ZAMCOM brand within the SADC, Africa and Global landscapes to mobilise resources;
- v. Engender credibility and legitimacy as the chief spokesperson for the Commission on all issues;
- vi. Provide leadership in developing long term strategies and short term operational plans for the implementation of the ZSP in alignment with SADC's Regional, Africa's Continental and Global agendas for ZAMCOM from the multi-sectoral perspective; and,
- vii. Work closely with a broadened Zambezi International Cooperating Partners (ZICPs) and Strategic Partner Organisations (SPOs) base to promote cooperation around integrated transboundary water resources management from the multi-sectoral perspective.

2. Provide Operational Leadership to Programmatic Operationalisation of ZAMCOM

- i. Lead the implementation of the Commission's operationalization plan through the guiding frameworks of ZSP and PIDACC Zambezi: effective translation of the organisation's strategic priorities into programmatic annual work programs that are appropriately aligned with the resource envelope and developing strategies for any essential adjustments;
- ii. As chief executive, direct and guide on the organisation's day to day operations;
- iii. Oversee development of ZAMCOM's risk management strategy, ensuring that institutional, programmatic, and operational risks, including business continuity risk, are identified, managed, and mitigated;
- iv. Set ZAMCOM's ethical tone and institutional commitment to zero tolerance for corruption, financial mismanagement, and all forms of misconduct;
- v. Lead and demonstrate the Commission's commitment to inclusiveness and tolerance in its vision, program implementation and institutional operations;
- vi. Promote and actively facilitate a conducive working environment for staff and ZAMCOM stakeholders as guided by ZAMTEC, CoM and organizational management instruments;
- vii. Lead the development and implementation of the Commission's resource mobilization and financial sustainability strategies.

3. Institutional Development and Capacity Strengthening

- i. Ensure that the Commission's institutional capacities are adequately designed, resourced, and effectively performing to deliver programmatic project and programme outcomes;
- ii. Ensure that ZAMCOM has efficient systems for implementing and monitoring its project portfolio;
- iii. Promote the mainstreaming of social inclusion of gender, youth and other disadvantaged groups in both planned programs and operations;

- iv. Ensure that the Commission has the right talent in terms of competence and other attributes both for current and emerging needs, strive to retain them through development and implementing staff motivating policies;
- v. Champion an organisational culture that is aligned with ZAMCOM's values and strategic direction.

4. Support the ZAMCOM Governance Structures for Enhanced Governance

- i. Ensure appropriate management support to the ZAMCOM Governing Structures for effective discharge of their respective oversight responsibilities;
- ii. Provide leadership in the implementation of Council decisions;
- iii. Regularly appraise the Governance Structures i.e. ZAMTEC and Council of the Commission's risk management efforts, including strategic and operational risks; and,
- iv. Of specific attention are the following duties and responsibilities:
 - a) Responsible for the effective and efficient functioning of the ZAMCOM Secretariat as administrative head;
 - b) Responsible for appointing supporting administrative personnel of the Secretariat in accordance with the procedures and the terms and conditions of service determined by Council;
 - c) Responsible for timely preparation and submission of the annual budget to the Technical Committee for its consideration and recommendation to the Council;
 - d) Overseeing timely annual preparation and submission of the Commission's books and accounts to independent external auditors as appointed by the Council of Ministers;
 - e) Responsible for preparing the ordinary and extraordinary meetings of the Council and the Technical Committee as per schedule;
 - f) Responsible for reporting annually to the Technical Committee on activities as well as programmes and projects — planned, initiated or executed; and
 - g) Perform all such other functions as the Council or the Technical Committee may from time to time assign

Expected Outputs of the Position

- a) A sustainable funding program for the ZAMCOM Secretariat;
- b) Timely submission of work plans, budgets, annual and progress reports including updates on the progress of key activities and developments in the Zambezi Watercourse and any other reporting requirements requested by ZAMCOM;
- c) Annual Audit reports;
- d) Updates to donors and other stakeholders on ZAMCOM activities and specific projects and programs;
- e) Agendas and all necessary materials for and arising from ZAMCOM meetings;
- f) Strategies for the coordinated implementation of projects in the watercourse; and,
- g) Supervision and Performance Evaluations.

QUALIFICATIONS AND EXPERIENCE:

- i. The candidate shall possess a bachelor's degree and an advanced degree (PhD or Masters) in one or more of the following areas: Water Resources Engineering/Management, Natural resources management, Environmental Sciences, , Economics, and/ or equivalent discipline;
- ii. Not less than ten (10) years of appropriate experience at top management level specializing in design and development of policies and strategies; and management preferably of an international and/or inter-governmental organization; and experience with investments in climate proofed projects and programmes will be an added advantage;
- iii. Substantial experience with international, regional, and national policy processes related to water resources management, sanitation, and environment;
- iv. Demonstrated in-depth understanding of issues around the SADC water sector and related multi-sectoral perspectives;
- v. Demonstrated experience working on topical development issues across the SADC Region and an active network of partnerships and collaboration with the SADC water and other sectors;
- vi. Strong track record in resource mobilization for development, and excellent understanding of the typology of the Resource Mobilization landscape (development partners, philanthropy, the private sector, and the various stakeholders in SADC);
- vii. High-level advocacy and strong negotiation skills;
- viii. Excellent political and diplomatic skills and judgement;
- ix. Superior communications skills to persuade, inspire, and mobilize all stakeholders around ZAMCOM's vision and mission;
- x. Demonstrated leadership in identifying organizational challenges and the ability to act as a change agent to address them; and,
- xi. The candidate must have substantive, relevant, and direct hands-on experience working in SADC.

Language Requirements:

- Fluent in English or Portuguese or in both; and,
- Knowledge of other SADC Region local languages would be an added asset.

Age Requirement:

The candidate shall be between the age of 45 and 62 years.

Tenure of Appointment:

The appointment will be made on a fixed-term contract for three (3) years of which the first 6 months will be considered a probationary period. The contract is renewable once, subject to satisfactory performance.

Remuneration:

A competitive package by continental standards and in line with ZAMCOM staff conditions of service.

Citizenship Requirements

Only citizens of the ZAMCOM Riparian States of the Republics of Angola, Botswana, Malawi, Mozambique, Namibia, United Republic of Tanzania and Zambia are eligible to apply. Applicants from the Republic of Zimbabwe are excluded by virtue of the country hosting the Commission.

Hiring Policy

ZAMCOM's policy on equal opportunity includes the following: We recruit, hire, train and promote persons in all job classifications without regard to race, gender, colour, religion, national origin, sex, age, disability, or any other protected status.

How to Apply:

Interested candidates should submit their resume by email to the address below with a motivation letter stating why they are suitable for the position along with certified copies of degrees, diplomas, and certificates not later than **Monday, the 18th October 2021**. Female candidates are encouraged to apply.

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Please note that only shortlisted candidates will be contacted.