ROLE TITLE: Programmes Officer (Specialist Groups)

TEAM: Specialist Groups, Events and Programmes

REPORTS TO: Programmes Director

DATE PREPARED: December 2008

PREPARED BY: Keith Robertson

This Statement represents an accurate description of the role.

Position Incumbent: Frances Lucraft Dated:
Manager: Keith Robertson Dated:

PRIMARY ROLE PURPOSE:

Specialist groups represent the core vehicle for issue-based interaction on scientific, technical and management topics. The specialist groups facilitate collaboration and product generation, including conferences and publications. The specialist groups within IWA are self-managed and include groups covering all-important topics in the water management sector. Spread across IWA’s membership in more than 130 countries, IWA’s specialist groups are an exceptionally effective means of international networking, sharing information and skills and making good professional and business contacts.

The primary role of the Programmes Officer is to:

- Coordinate the activities of specialist groups and support the delivery of excellent services to specialist groups.

A secondary role is to provide occasional support to other programmes undertaken within the office. The role activity may be assigned to various events and programmes and therefore the incumbent may report to different Project Managers.
KEY ACCOUNTABILITIES

IWA Specialist Groups

- Provide an effective channel of communication between IWA, specialist group leaders and members of specialist groups and ensure that their needs are serviced to the highest possible level;
- Coordinate support for specialist groups and their activities, including associated task groups and working groups;
- Coordinate group committee meetings and provide secretarial assistance;
- Develop systems and procedures to support the efficient operation of the specialist groups;
- Monitor and motivate committees to ensure activity provides benefit to members;
- Encourage, support and work with the groups to provide more outputs in the form of state of the art reports, international summary reports, etc on their field of interest;
- Generate newsletter and other communications for networks and organise the production of group newsletters as required;
- Develop, maintain and ensure web pages for groups and conferences are updated as required; and
- Consult and engage with the specialist groups to ensure that the technical programme at the congresses is reflective of their needs and interests.

KEY SELECTION CRITERIA

The position would suit an individual with a network management and/or engineering background seeking to move into a non-profit international environment.

ESSENTIAL:

- Demonstrated experience working with partnerships, networks or similarly organised groups;
- Mastery of English is essential; knowledge of another language would be desirable;
- Strong networking and representational skills;
- Ability to work effectively in a team environment and also capable of self-starting and initiating activities;
- Organisational and time management skills with a proven ability to manage competing priorities monitor and coordinate administrative processes and information flows to meet deadlines;
- Well developed verbal communication and interpersonal skills, including demonstrated ability to communicate with people from a variety of cultural backgrounds;
- Demonstrated ability to adapt to, and utilise, existing and new office technologies (eg computer software, and web-based communication systems).
- Ability and willingness to travel overseas, as required, for short periods of time.

DESIRABLE:

- Formal qualification in a scientific, engineering, or environmental discipline;
- Experience of working internationally;
- Proficiency in additional languages.

TERMS OF EMPLOYMENT

This contract is initially for a 2-year term subject to completion of a two-month probationary period. The position is based in Den Haag, The Netherlands. A competitive salary is offered (€ 32,000 – €40,000 gross per annum) depending on qualifications and experience, plus additional benefits.

APPLICANTS

Interested candidates should submit a CV, including two references, and a covering letter of a maximum of 2-pages A4. Both documents should be submitted in English. Applications should be submitted, no later than March 7th 2009, via email: lieke.vanhoven@iwahq.org. If you would like to discuss this position further please call +31 703 150 792.