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## TERMS OF REFERENCE

### Senior Groundwater Specialist

The SADC Groundwater Management Institute (SADC-GMI) is established as the regional center of excellence on groundwater hosted by the Centre for Scientific and Industrial Research (CSIR) in Pretoria, South Africa on behalf of and under the strategic guidance of the SADC Secretariat, Directorate of Infrastructure and Services – Water Division, in Gaborone, Botswana.

SADC GMI is established as a Section 21 Not-for-Profit Company under South African law. The SADC-GMI is guided and supervised by a Board of Directors with representatives of the SADC Secretariat, SADC Member States, the University of the Free State and 2 Independent Non-Executive Directors.

The vision of the SADC-GMI is to ensure the equitable and sustainable use and protection of groundwater, as well as being a center of excellence in the areas of groundwater management and management of groundwater dependent ecosystems in the region.

The SADC-GMI is implementing the Sustainable Groundwater Management in SADC Member States Project through the World Bank with funding from the Global Environment Facility (GEF) and the Cooperation in International Waters in Africa trust fund (CIWA).

The position of Senior Groundwater Specialist is instrumental in providing technical support to the SADC-GMI and SADC Member States in the design and implementation of programmes in line with the strategic mandate of the SADC-GMI. The Senior Groundwater Specialist reports directly to the Executive Director.

The position recently fell vacant and SADC-GMI is looking for a suitable candidate to fill the vacancy. The successful candidate will operate from the SADC-GMI headquarters at the CSIR Campus in Pretoria, South Africa, with extensive travel to the SADC Member States

#### **1. Key Duties and Responsibilities**

The successful candidate will undertake the following key duties and responsibilities:

- a. Serve as the anchor and advisor to the SADC-GMI on all technical groundwater related matters including the coordination and management of SADC-GMI's National, Transboundary, regional and global groundwater projects
- b. Serve as primary focal point for the technical implementation of the sub-Grant projects in the Member States
- c. Coordination of strategic partnership programs with RBOs, NGOs, other SADC SWIs, AMCOW, ICPs etc
- d. Render overall internal and external technical assistance on Groundwater subject matters including hydrogeology, data collection and management, Capacity Building and knowledge management
- e. Knowledge dissemination and capacity building through research, training, mentorships, internships, publication of technical papers and delivering lectures/presentations
- f. Technical conceptualization, design and implementation of projects, programmes, courses and other initiatives to move forward groundwater management in the SADC region, including the development of TORs and related project proposals and procurement documents
- g. Develop and maintain credible and professional relationships with SADC Member State representatives and relevant regional and international institutions through various platforms including Conferences, Associations, and ICT platforms
- h. Ensure compliance with SADC-GMI, Member State and Donor policies and procedures such as those for procurement, financial, environmental and social governance, and gender, among others
- i. Preparation of relevant monthly, quarterly, annual and adhoc progress reports to Management, Board Members, Donors and funders
- j. Any other duties as assigned by the Executive Director and the Board of Directors from time to time

## **2. Selection Criteria**

The ideal profile of the successful candidate will be based on the following competencies:

- a. Expertise in groundwater development, governance and management;
- b. Ability to effectively represent SADC-GMI and to interact and networking with Ministry level-partners, donors, private sector, national and international NGOs and local community-based organizations;
- c. Knowledge of SADC-GMI's thematic programmes such as the policy, legal, institutional, and regulatory environment; conjunctive water resources management; groundwater data collection and management; transboundary aquifers, etc;
- d. Strategic and project management skills, including ability to provide strategic guidance, technical oversight, prepare work plans, and manage budgets and project expenditures;
- e. Excellent inter-personnel and consensus building skills, with the ability to foster a strong team environment and mentor staff;
- f. Excellent written, organisational, decision-making, analytical, presentation and reporting skills;
- g. Use of a range of management tools to ensure effective running of the programmes;
- h. Problem solving skills and ability to cope under pressure;
- i. Be able and willing to travel extensively regionally

## **3. Required Qualifications and Experience:**

Ideal candidates for this position should have the following qualifications and experience:

- a. At least a Bachelor's degree in a groundwater related field such as hydrogeology, engineering, geology field;
- b. At least 10 years of working experience in ground/water or natural resources management or related fields;
- c. Oversight of at least 2 groundwater projects in the SADC member states;
- d. Excellent computer skills, including MS office programs (MS Excel/MS Word/MS Project);
- e. Excellent knowledge of English (writing, reading and speaking); and,
- f. Fluency in SADC Languages (French, or Portuguese) is desirable