

Position No.	259
Job Title	Regional Water Demand Initiative – Val di Nera Project Coordinator
Group	Program and Partnership Branch
Work Location	Cairo, Egypt
Title of Supervisor:	Regional Director
Level:	M(\$77,219 - \$92,699 CAD)
Duration:	Two years (possibility of extension)

Comment [COMMENT1]:
B. Position Identification

This section of the job description provides specific information to identify the position within IDRC. Be sure to complete this part at the top of the first page. (Position Number; Job Title; Location (i.e., Ottawa or Regional Office); Group; Supervisor; and Duration (i.e., Term or Indeterminate)).

Job Summary

Comment [COMMENT2]: 1
Job Summary

Briefly describe, in a few short sentences or a paragraph, the main purpose of your job. In other words, indicate what you would tell a person if they asked you what you do in your job.

E.g. to conduct ongoing research including research assistance to the Director and other senior research staff. To communicate with clients, government representative, and external researchers to gather and exchange information.

The Regional Water Demand Initiative for the Middle East and North Africa (Val di Nera) is a five-year project coordinated by the International Development Research Centre-Canada (IDRC) with support from the Canadian International Development Agency (CIDA) and the International Fund for Agricultural Development (IFAD). The project which started in July 2004, builds on the lessons learned from previous research efforts and lessons drawn from the work of the VIMFors executed between 2001-2003.

The incumbent will provide intellectual and professional leadership to Val di Nera, further the project's vision, mission, and objectives through a range of projects and activities, synthesize and publish results of the project, manage its budget, prepare technical and financial reports, travel to selected countries

of the region and develop and maintain systems of communications for the dissemination of information about the project.

Primary Duties or Responsibilities

The Project Coordinator's responsibilities are to:

1. Provide intellectual expertise and professional leadership on VDM for international, regional and national audiences (including policy makers, researchers, development practitioners, communities and donors).
2. Advance VDM's vision and objectives through the execution of regional and national activities and the production of tangible outputs and outcomes.
3. Manage the Project's financial resources including budget and expenditure statements, in coordination with the IDRC Financial Services Unit.
4. Prepare and present annual work plans, interim and annual technical progress reports.
5. Maintain and expand a dissemination strategy of Project achievements and results, for targeted audiences.
6. Organize and attend events such as conferences, meetings and workshops.
7. Produce journal articles, professional papers and presentations on VDM

Comment [COMMENT3]: 2 Primary Duties or Responsibilities

Please list the major things you do (duties) or are responsible for in your job. Describe each activity beginning with an active verb. A list is provided in the appendix as a reference.

Most jobs have a maximum of six to eight **primary** duties or responsibilities. Group similar activities under one heading if necessary. For each duty in the list, please include what the duty or responsibility is, how it is achieved, and why it is done. The following examples may assist you:

What: Provides application support Y

How: by installing and configuring, troubleshooting Y, providing Y

Why: to ensure maximum functionality and minimum downtime.

Participates, as a member of a Program team, in the elaboration of research themes through, inter alia, divisional staff meetings, internal committees, in-house research, seminars, and workshops to ensure effectiveness of programs.

What: Participates, as a member of a Program team, in the elaboration of research themes Y

How: through, inter alia, divisional staff meetings, internal committees Y

Why: to ensure effectiveness of programs.

On project work be specific about your actual responsibility. For example, you may supervise a project but not have direct supervision of employees.

... [1]

8. Organize and manage the final evaluation of the Project.
9. Directly supervise the VMD regional research assistant and project administrator.
10. Perform many other tasks as assigned by his/her direct supervisors.

Job Knowledge

Education:

An advanced degree (Masters or PhD) in a relevant discipline, preferably in water resource management, with a good understanding of VMD

Experience

- o Minimum of 7 years project management experience in water resources.
- o Proven experience working in multi-cultural and multi-disciplinary environments.
- o Knowledge of the MENA region, with proven experience in policy settings.
- o Ability to organize, facilitate and negotiate under pressure.
- o Outstanding research/ publications record including research on water management and water policy analysis.

Supervision

Comment [COMMENT4]: 3 Job Knowledge

This part deals with the knowledge needed to perform the job. Knowledge consist of a combination of two elements : education and experience.

Education : Some level of formal education is needed in order to carry out the responsibilities of any position.

Please indicate which is the minimum formal education level required for your job (indicate the job requirement as if filled by another employee or as if the job is vacant and needs to be filled - **not your own level of education**);

Experience: The number of years of experience will vary from position to position and for the most part, be a subjective judgement reflecting what you view as the minimum number of years of experience that would be required to satisfactorily perform the duties and responsibilities ... [2]

Comment [COMMENT5]: 4 Supervision

Direct supervision
Supervision or leadership of others indicates responsibility for the results of work performed by those you supervise.

The description of the type of supervision should include the job titles of the positions you supervise, the level of supervisory responsibility and the duties required to perform at that level of responsibility. For each, indicate whether the position is full time, part time, or casual.

Following are examples of level of responsibility

*Asked for input
Makes a substantive recommendation, subject to final authorization
Makes final decision for this action.*

Following are examples of duties related to direct ... [3]

This position is responsible for the supervision of one project administrator and one research assistant.

Travel

This position requires some travelling up to 60 days per year.

Candidate Profile

- Demonstrable understanding of water issues in the MENA region, as well as a good understanding of Water Demand Management.
- Willingness and capability for fund-raising and resource mobilization at national, regional and international levels.
- Demonstrable managerial and administrative skills.
- Demonstrable capability to interact regionally with researchers, policy-makers, water users, NGOs and donors.
- Excellent writing and communications skills.
- Willingness to travel in the region and elsewhere.
- Knows the region, good networking and intellectual and analytical skills, team player, flexible and a good writer.

Language:

Comment [COMMENT6]: 9
Candidate Profile

Indicate the mandatory elements for the recruitment for the position under the headings of Education and Experience, Skills & Abilities, Personal Qualities as well as Language Skills should also be included here.

Fluency in English & French. Arabic would be a strong asset.

Comment [COMMENT7]: [Other Comments:](#)

Include any comments about your normal job requirements that may not have been covered in the above sections.

N° de poste :	259
Titre du poste :	Coordonnateur de projet, Initiative régionale concernant la demande d'eau (WADImena) (h/f)
Groupe :	Direction générale des programmes et des partenariats
Lieu d'affectation :	Le Caire, Égypte
Titre du superviseur :	Directrice régionale
Niveau :	M(77 219 \$ - 92 699 \$ CAD)
Durée :	Deux ans (possibilité de prolongation)

Comment [COMMENT8]: **
COORDONNÉES DU
DOCUMENT** COTE : U
Référence: 107079
Destinataire :
Francine Picard B 236-
7293
PAYeur: CRD Traducteu
r: BEL
CLient: CRD Opératric
e: NAB
DOCUMENT: No de
commande: 48488F
Sujet: Date de
livraison: 2003-02-26
16:00
Numéro de contrat :
107124
FIN

Comment [COMMENT9]: 06
- TRAITEMENT DE TEXTE
a) Instructions spéciales pour la
présentation matérielle
b) Logiciel
* PW61 (WordPerfect 6.1
Windows)
L1002415

Résumé des fonctions

L'Initiative régionale concernant la demande d'eau (WADImena) est un projet quinquennal mené dans la région du Moyen-Orient et de l'Afrique du Nord (région MOAN) qui est coordonné par le Centre de recherches pour le développement international (CRDI) en partenariat avec l'Agence canadienne de développement international (ACDI) et le Fonds international de développement agricole (FIDA). Ce projet lancé en juillet 2004 fait fond sur les enseignements tirés de projets de recherche antérieurs et des travaux des Forums sur la gestion de la demande en eau (FGDE) tenus de 2001 à 2003.

Le titulaire devra assurer le leadership intellectuel et professionnel de WADImena, favoriser la réalisation de la vision, de la mission et des objectifs du projet au moyen d'un vaste éventail de projets et d'activités, faire la synthèse des résultats du projet et les publier, gérer son budget, produire des rapports techniques et financiers, se rendre dans certains pays de la région, mettre au point et gérer des systèmes de communication pour diffuser de l'information sur le projet.

Tâches ou responsabilités principales

1. Procurer une expertise intellectuelle et un leadership professionnel dans le domaine de la gestion de la demande d'eau auprès de divers publics à l'échelle internationale, régionale et nationale (notamment les responsables des politiques, les chercheurs, les praticiens du développement, les collectivités et les bailleurs de fonds).
2. Favoriser la réalisation de la vision et des objectifs de WADImena au moyen de l'exécution d'activités régionales et nationales et de la production d'extrants et de résultats tangibles.
3. Gérer les ressources financières du projet, ce qui comprend la budgétisation et la production de relevés des dépenses, en collaboration avec la section des Services financiers du CRDI.
4. Préparer et présenter des plans de travail annuels de même que des rapports techniques d'étape et annuels.
5. Gérer et enrichir une stratégie de diffusion des réalisations et des résultats du projet visant des publics ciblés.
6. Organiser des conférences, des réunions, des colloques, etc. et prendre part à diverses activités de ce genre.
7. Produire des articles destinés à des revues spécialisées, des communications professionnelles et des exposés au sujet de la gestion de la demande d'eau.
8. Organiser et gérer l'évaluation finale du projet.
9. Assurer la supervision directe de l'adjoint de recherche et de l'administrateur de projet de WADImena.
10. S'acquitter de toute autre tâche que ses supérieurs immédiats pourraient lui confier.

Connaissances professionnelles

Études :

Un diplôme d'études supérieures (maîtrise ou doctorat) dans un domaine pertinent, de préférence en gestion des ressources en eau, supposant une bonne compréhension de la gestion de la demande d'eau.

Expérience

- o Au moins 7 années d'expérience en gestion de projets touchant les ressources en eau.
- o Une expérience manifeste du travail dans un contexte multiculturel et pluridisciplinaire.
- o Connaissance de la région MOAN de même qu'une expérience manifeste du milieu des politiques.
- o Capacité d'organiser, de faciliter et de négocier sous pression.
- o Des travaux de recherche et des publications antérieurs comportant des recherches sur la gestion de l'eau et l'analyse de politiques en matière d'eau.

Encadrement

Le titulaire doit encadrer un administrateur de projet et un adjoint de projet.

Déplacements

Le titulaire doit voyager jusqu'à 60 jours par année.

Profil de candidature

- Compréhension manifeste des questions entourant l'eau dans la région MOAN et bonne compréhension de la gestion de la demande d'eau.
- Capacité de réunir des fonds et de mobiliser des ressources aux échelons national,

régional et international, et volonté de le faire.

- Techniques de gestion et d'administration manifestes.
- Capacité manifeste d'interagir avec les chercheurs, les responsables des politiques, les utilisateurs d'eau, les ONG et les bailleurs de fonds de la région.
- Excellentes aptitudes à la rédaction et aux communications.
- Volonté de se déplacer dans la région et ailleurs.
- Connaissance de la région, bonnes techniques de réseautage, de réflexion intellectuelle et d'analyse, esprit d'équipe, souplesse et bonnes techniques de rédaction.

Connaissances linguistiques

Le titulaire doit parler l'anglais et le français couramment. La connaissance de l'arabe serait un atout.

2. Primary Duties or Responsibilities

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What: Participates, as a member of a Program team, in the elaboration of research themes Y

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Why: to ensure effectiveness of programs.

On project work be specific about your actual responsibility. For example, you may supervise a project but not have direct supervision of employees working on the project.

Be sure to begin each responsibility statement with an active verb and indicate percentage of time spent on each.

3. Job Knowledge

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Education : Some level of formal education is needed in order to carry out the responsibilities of any position.

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Experience: The number of years of experience will vary from position to position and for the most part, be a subjective judgement reflecting what you view as the minimum number of years of experience that would be required to satisfactorily perform the duties and responsibilities of the position. If you had to replace the incumbent tomorrow, how many years of experience would be necessary.

Indicate the **minimum** length of experience required for your job, also include the types of different experience that are essential for the incumbent filling your job. Once again, focus on the job requirements, not your own level of experience.

Certification: Describe any mandatory certification required in order to qualify for your position (e.g. Engineering, Accounting, Legal, etc).

4. Supervision

Direct supervision

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Following are examples of level of responsibility

Asked for input

Makes a substantive recommendation, subject to final authorization

Makes final decision for this action.

Following are examples of duties related to direct supervision

*Showing others how to perform task
Assigning work to others
Checking work of others
Scheduling work
Evaluating performance
Hiring new employees
Promotions*

*Granting time off
Orienting new employees
Determining or changing job
requirements
Disciplining employees
Settling grievances
Terminating employees
Training and development of
employees*

Indirect supervision

Describes a situation where there is no direct supervisor/subordinate relationship, however a job is held accountable by the organization to ensure that others conform to policies, procedures, guidelines, program standards, etc. (e.g. accounting, human resources)