

## Job Description

### Country Engagement Coordinator for Sanitation and Water for All

**Hosted by the Lisbon International Centre for Water (LIS-Water)  
Lisboa, Portugal**

Applications are invited from suitably qualified, experienced, innovative, result oriented and self-driven professionals.

The position is to work for '[Sanitation and Water for All](#) (SWA)', a global partnership to achieve universal access to clean water and adequate sanitation. This position will be based at the Lisbon International Centre for Water (LIS-Water) and can be remote.

The SWA Secretariat is responsible for supporting the implementation of the partnership's strategy 2020 to 2030. It is the operational arm of the Steering Committee.

This position will be part of the Secretariat's Country Engagement Team which works under the guidance of the CEO to promote engagement of partners to achieve the three objectives of SWA's strategy:

- Build and sustain the political will to eliminate inequalities in water, sanitation and hygiene
- Champion multi-stakeholder approaches towards achieving universal access to services
- Rally stakeholders to strengthen system performance and attract new investments

SWA's three Strategic Objectives as spelt out in the SWA Strategic Framework 2020 – 2030 provide the overall guidance and structure for the work of the Secretariat, with specific activities to reach each Objective and monitoring and reporting on each activity.

#### **Purpose:**

The Country Engagement Programme Coordinator will provide operational and programmatic support to the Country Engagement team for planning, execution and reporting tasks among others.

#### **Location:**

This job position will be located at the Lisbon International Centre for Water (LIS-Water), Avenida do Brasil, 101, 1700-066 Lisboa, Portugal. **This position also offers the possibility of (fully or partly) remote work.**

#### **Accountability:**

The Programme Coordinator will be accountable to the SWA Head of Country Engagement and will be supported by LIS-Water, for technical support and administrative management. The SWA Programme Coordinator will maintain independence and neutrality towards their host organization and promote the multi-stakeholder nature of the SWA partnership.

### About LIS-Water:

The LIS-Water – Lisbon International Centre for Water is an international non-profit centre aimed at better water governance. It was formed by the main agents in the water sector in Portugal, with the support of more than 125 national, foreign and international entities. Its mission is to contribute to improving public policies, regulation and management of water services, thus promoting more effective, efficient and sustainable services for the benefit of society.

LIS-Water is partner of SWA and have been actively involved in its activities.

### About SWA:

Hosted by UNICEF, Sanitation and Water for All, (SWA) is a global partnership of governments, external support agencies, civil society organizations, research & learning, utilities & regulators and the private sector, united in their commitment to delivering universal access to water, sanitation and hygiene, in line with the Sustainable Development Goals. Established in 2010, the SWA partnership works towards this goal by strengthening collaboration, improving performance, ensuring mutual accountability and seeking increased political support and financing for WASH. The partnership is governed by a Steering Committee, elected by its members. UNICEF is a founder member of SWA, sits on SWA's Steering Committee, and has hosted SWA's Secretariat since 2010. Over the years, Sanitation and Water for All (SWA) has grown and now includes 78 member states, and a total of over 350 partners.

## Detailed Job description:

### Key Expected Results:

#### Planning, team coordination and organisation

- Coordinate planning, review and follow-up of team processes;
- In conjunction with the Secretariat's Operations team work on planning and reporting processes including preparing workplans, Activity Monitoring Systems and regularly preparing and uploading team reports;
- Coordinate preparations for Special Events led by the Country Engagement Team, including preparing concept notes, procuring services and agenda preparation;
- Coordinate with other teams and facilitate planning, liaison and operational support for the country engagement team in specific projects such as high-level meetings;
- Supervise the preparation and expedition of correspondence to Ministers and other high-level leaders as maybe required;
- Manage program associates and relevant consultants when needed.

#### Partnership drive

- Oversee the partnership drive for potential new partner countries;
- Provide orientation for focal points in new SWA partner countries;
- Ensure all new partners are provided with the relevant information as soon as they join SWA.

## Regional engagement

- Develop strategic partnerships with regional bodies including for strengthening political dialogue, aligning on country engagement and implementing the [Mutual Accountability Mechanism](#);
- Work with Regional Coordinators and Constituency Leads to ensure effective coordination with regional institutions, and directly lead on Cooperation and engagement with the European Commission.

## Support to Steering Committee, Work Groups and Secretariat

Provide support to and represent the secretariat at the Multistakeholder Platforms Coordination Work Group and others as maybe assigned:

- Provide liaison support for the Country Engagement Team to effectively liaise with their constituencies during SC elections periods;
- Provide input on annual secretariat workplans and lead the collection of inputs on narrative reports and plans;
- Liaise with the Policy and Strategy, as well as Events and Logistics functions on preparations for High level meetings, ensuring there are necessary and appropriate Country Engagement Plans for each major event;
- Support human resources aspects of the team including recruitments by preparing job descriptions and TORs for consultants;
- Lead relationships with host organizations of Regional Coordinators and Constituency Engagement personnel including timely review, gathering information and updating documents for preparation of new contracts and budgets;
- Replace the Head of the Country Engagement Team in his/her absence.

## Qualifications of the Successful Candidate:

### Education:

- Advanced university degree in development studies, public policy/administration or in an associated relevant area;
- An understanding of policy, institutional, technical, economic, and social issues relating to water, sanitation and hygiene in Low- and Middle-Income countries, both in rural, peri-urban and urban areas;
- Experience in operational management;
- Highly skilled in preparing plans, reports and coordinating inputs from various sources to ensure timely delivery of tasks;
- A successful track record of influencing key-decision makers including governments on public policy in water, sanitation and hygiene, including strategic plans, legislative framework, institutional framework, governance of the services, access targets and quality of service goals, tariff policy, financial resources, efficiency, and information;
- Knowledge of how agencies and key stakeholders operate in the sector;

- A good knowledge of the social, political, policy and institutional environments of the sector.

**Skills:**

- A highly desirable skill is the ability to speak and write fluently in at least English; knowledge of other official languages of SWA partners of advantage.
- A team player, self-starter, able to work in a multi-cultural, multi-lingual and multi-country team;
- Ability to communicate clearly and persuasively to high level target audiences - both professional/specialist and lay audiences;
- Experience in establishing contacts;
- Excellent team and interpersonal skills.

**Work Experience:**

- A minimum of eight years of professional experience in the area of sustainable development in general and, specifically, in the area of water, sanitation and hygiene.

**Submission of Applications:**

LIS-Water and SWA are committed to diversity and inclusion and encourage all candidates, irrespective of gender, nationality, religious and ethnic backgrounds, including persons living with disabilities, to apply.

Interested individuals are encouraged to **submit applications explaining their interest and competencies matching the job description outlined above, together with updated Curriculum Vitae by 29 November 2022 to the email address: with [lis-water@lis-water.org](mailto:lis-water@lis-water.org), with a copy to [info@sanitationandwaterforall.org](mailto:info@sanitationandwaterforall.org).**

Only shortlisted candidates will be contacted and advanced to the next stage of the selection process.