



## Request for Expressions of Interest (REOI)

### Recruitment of Project Officer for Sio Malaba, Malakisi River Basin Management under NELSAP-CU

Grant No: TF0B4716, Project ID: P172848

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#### 1. Background

The Nile Basin Initiative (NBI)/ Nile Equatorial Lakes Subsidiary Action Program Coordination Unit (NELSAP-CU) received a grant from the World Bank through the Cooperation in International Waters in Africa (CIWA) Trust Fund to finance the Nile Cooperation for Climate Resilience (NCCR) Project. NELSAP Coordination Unit (CU) within its mandate facilitates jointly agreed transformative in-country projects with regional impact/significance and trans-boundary cooperative investment projects related to the common use of the Nile Basin water resources.

NELSAP is now in the process of recruiting a Project Officer for Sio-Malaba/Malakisi River Basin (Kakamega – Kenya), shared between Kenya and Uganda. The Officer will support and facilitate NELSAP in identification, preparation, and implementation of various projects in the Sio Malaba, Malakisi River Basin and other duties that may be assigned from time to time.

#### Key Responsibilities

##### 1. Stakeholder Engagements:

- Sensitize local communities in collaboration with Line Ministries, Water Management Zones, Local Government Authorities, County Governments, NGOs and Basin Water agencies on conservation and protection of the environment to ensure water resources in the sub-basin continue to provide envisaged service to the present as well as future generations.
- Prepare sub-catchment management plans through a participatory approach with different stakeholders in the sub-basin.
- Document best practices, and lessons learnt and share with stakeholders for scaling up including study tours/field visits (depending on funds availability).
- Liaise with other players (NGOs, Government agencies, international organizations etc.) to bring synergies of our activities in the sub-basin.
- Involve stakeholders during project sensitization, identification, preparation, and implementation to ensure a sense of ownership of the identified projects by locals, which in turn yields sustainability of the projects.
- Involve stakeholders in the technical review and preparation of project concept notes, and proposals.

##### 2. Project Preparatory Studies

- Together with key stakeholders, undertake the identification of projects that address community needs in line with the NELSAP mission (alleviate poverty, reverse environmental degradation, and economic growth).
- Analyze preparation of project concept notes and proposals.

- Support the procurement of consultancy services in terms of preparations of ToRs, REOI, Request for Proposal documents, and technical and financial evaluations of proposals.
- Participate in fieldwork missions to collect data, support the consultants, and validate the consultant's fieldwork assignments, including supervisory missions.
- Facilitate the consultants where some project information is required from the respective governments such as Visa, data from government departments, permits, tax exemptions etc.
- Provide technical review of consultancy study outputs /reports.
- Convene stakeholder review workshop meetings and coordinate the logistics, facilitation, and moderation of the workshops.

### **3. Project implementation**

- Mobilize resources for the implementation of projects in the sub-basins through the preparation of project concept notes and proposals for prepared projects.
- Organize meetings with potential development partners to mobilize resources for the implementation of prepared projects (For example, Donor mapping and roundtable meetings).
- Support the procurement of small contractor works (preparations of bidding documents, BoQs, Technical drawings, Engineering designs, Technical Evaluations of bidding documents), for example, the irrigation scheme, water supply construction works and implementation of catchment management plans, and wetland investment plans.
- Monitor construction progress, assess the quality of materials and works, and quantity of materials, and conduct site meetings, among others.
- *Coordinate annual planning, resource mobilization and implementation of joint project activities.*
- Ensure Project sustainability in collaboration with project beneficiaries.

### **4. Project Management, Monitoring and Evaluation, Coordination, and communications**

- Manage project consultancy assignments and contracts, monitor progress, and coordinate all activities.
- Coordinate among various stakeholders at community, sub-basin, national, and regional levels.
- Participate in Monitoring and Evaluation of the projects including supervision missions.
- Act as custodian and oversee NELSAP assets at the respective RBM Office.
- Supervisor of all RBM staff at the RBM office.
- Participate in the annual and semi-annual RPSC, NELTAC, NELCOM and governance meetings and prepare presentations on project performance, among others.
- **Any other duties assigned by the supervisor or top management.**

## Qualifications and experience:

The Project Officer shall have the following minimum qualifications and experience:

- Master's in civil engineering/water resources engineering/ Agricultural Engineering/ Environmental Engineering or related engineering fields in the development of water resources and infrastructure.
- Possession of a valid driving license.

### **Experience (Minimum):**

- Five (5) years in technical and/or managerial positions for the development of infrastructure with the Government or reputable organization.
- Three (3) years' experience in technical positions for the development of water resources infrastructure in Government or reputable organizations.
- Three (3) years of hands-on experience in water resources assessments, technical proposal writing and fundraising activities.
- Three (3) years of experience in project planning, implementation, and Management.

### **Desired:**

- Experience working with Governments' Ministry of in-of water affairs/Local Governments/County Governments / International and donor organizations.
- Demonstrated experience in the management of natural resources projects at national or regional levels.
- Experience working in a transboundary natural resource context but working in the Nile Equatorial Lakes Basin countries is desirable.

### **Skills Required:**

- Knowledge of project and Contract Management at National or Regional Levels.
- Strong management and leadership skills, including the ability to provide strategic guidance, and technical oversight, mentor staff, build strong teams, develop work plans, and manage budgets and project expenditures.
- Excellent negotiation and interpersonal skills, with experience and demonstrated skills in networking with ministry-level partners, working with teams and diverse cultures, donors, the private sector, national and international NGOs, and local community-based organizations.
- Excellent presentation and reporting skills, with proven skills in writing reports and project management plans.
- Computer literate and familiar with Microsoft Office and technical software packages.
- Knowledge of GIS, Remote Sensing and Water Resources modelling applications.
- Demonstrated computing skills related to project management.
- Fluency in spoken and written English language. Knowledge of Swahili language is an added advantage.
- Free from Criminal records.

**Duty Station.** The Project Officer will be stationed at Kakamega-Kenya but shall travel extensively in the Nile Equatorial Lakes Region as need arises.

**Employment Terms:**

The appointment will be on a contract basis of one (1) year renewable based on performance, availability of funds and need for service with the initial 6 months as probation period. The contract may be renewed for such a number of times to complete the entitled six years of service in NELSAP-CU. Women are encouraged to apply.

*Only candidates from Kenya and Uganda are eligible to apply for this position.*

Interested Candidates may obtain further information from <http://nelsap.nilebasin.org> and/or at the address below during office hours [nelsaprocurement@nilebasin.org](mailto:nelsaprocurement@nilebasin.org) on weekdays from 08:00 to 17:00 hours Rwanda Time.

**Selection Process**

Interested candidates are invited to submit resumes and relevant supporting documents including academic documents by email addressed to [nelsaprocurement@nilebasin.org](mailto:nelsaprocurement@nilebasin.org) with copy to [nelcvacancy@nilebasin.org](mailto:nelcvacancy@nilebasin.org). The deadline for receipt of CVs is Tuesday **25<sup>th</sup> June 2024** at 16:00 hours Rwanda Time and clearly referenced 'Recruitment of Project Officer for Sio-Malaba/Malakisi River Basin Management'. Only candidates who meet the requirements and are short-listed for the interview will be contacted.

Signed by,



**Jacob Manyuon Deng**

Acting Regional Coordinator

Nile Equatorial Lakes Subsidiary Action Program Coordination Unit (NELSAP-CU)