

ZAMBEZI WATERCOURSE COMMISSION



JOB DESCRIPTION

PROGRAMME MANAGER – INFORMATION, COMMUNICATION AND PARTNERSHIPS

Position Title	Programme Manager – Information, Communication and Partnerships
Institution	Zambezi Watercourse Commission (ZAMCOM)
Duty Station	Harare, Zimbabwe
Duration	Four-year fixed-term contract, with a possibility of renewal
Remuneration	A competitive package by regional standards and in line with the qualifications and experience of the candidate
Reporting to	The ZAMCOM Executive Secretary

1. BACKGROUND

The Zambezi Watercourse Commission (ZAMCOM) is a major watercourse organisation in Africa. It was established in 2014 as an intergovernmental organisation that brings together eight Riparian States. These are: the Republic of Angola, the Republic of Botswana, the Republic of Malawi, the Republic of Mozambique, the Republic of Namibia, the United Republic of Tanzania, the Republic of Zambia and the Republic of Zimbabwe.

The basis for the cooperation and establishment of the organisation is the ZAMCOM Agreement which was signed in 2004 and came into force in 2011. The Commission is headquartered in Harare, Zimbabwe.

1.1. Vision and Mission

ZAMCOM's vision and mission draw from regional aspirations, the Strategic Plan for the Zambezi Watercourse (ZSP), and the ZAMCOM Agreement. The vision envisages a future characterised by equitable, inclusive and sustainable water utilisation for social and environmental justice, regional integration and economic benefit for present and future generations. In pursuit of that future, ZAMCOM strives to promote the equitable and reasonable utilisation of the water

resources of the Zambezi Watercourse as well as the efficient management and sustainable development thereof.

1.2. Functions of ZAMCOM

The functions of ZAMCOM include the following:

- (a) To promote, support, coordinate and harmonise the management and development of the water resources of the Zambezi Watercourse;
- (b) To collect, evaluate and disseminate all data and information on the Zambezi Watercourse as may be necessary for the implementation of the Agreement;
- (c) Advise the Member States on the planning, management, utilisation, development, protection and conservation of the Zambezi Watercourse as well as on the role and position of the Public with regard to such activities and the possible impact thereof on social and cultural heritage matters;
- (d) To advise Member States on measures necessary for the avoidance of disputes among Member States with regard to planning, management, utilisation, development, protection and conservation of the Zambezi Watercourse;
- (e) To foster greater awareness among the inhabitants of the Zambezi Watercourse regarding the equitable and reasonable utilisation, efficient management, and sustainable development of the resources of the Zambezi Watercourse;
- (f) Co-operate with the institutions of SADC as well as other international and national organisations where necessary;
- (g) Promote and assist in the harmonisation of national water policies and legislative measures;
- (h) Carry out such other functions and responsibilities as the Member States may assign from time to time, and,
- (i) Promote the applications and development of this Agreement according to its objective and the principles referred to under Article 12 of the ZAMCOM Agreement.

2. ORGANS OF ZAMCOM

The Zambezi Watercourse Commission has a three-tier institutional governance structure. The highest organ is the Council of Ministers (CoM), comprising Ministers responsible for Water from the Zambezi Member States. The Council is the Commission's supreme decision-making body, followed by the ZAMCOM Technical Committee (ZAMTEC), which advises the Council and is responsible for overseeing the implementation of policies and decisions of Council. As the tertiary Organ, the ZAMCOM Secretariat (ZAMSEC) provides technical and administrative services to the Council under the leadership of the Executive Secretary.

3. JOB FUNCTION

A vacancy has arisen in the ZAMCOM Secretariat for the position of Programme Manager for Information, Communication and Partnerships (PM-ICP). ZAMCOM is therefore looking to fill the vacancy with a qualified and experienced candidate.

The successful candidate for this pivotal role will be instrumental in fostering collaboration across a diverse spectrum of multi-sector stakeholders, operating at national, regional, continental, and global

levels. This requires a nuanced understanding of diverse operational contexts and the ability to build bridges between disparate interests and objectives. Beyond a robust professional background, the ideal candidate must embody the qualities of a seasoned and inspirational communicator, capable of effectively conveying complex information to varied audiences and motivating them towards shared goals. This individual will serve as a dynamic stakeholder mobilizer, adept at building consensus, navigating potential conflicts, and galvanizing support for key initiatives. Furthermore, the role demands a highly competent and inclusive change management leader, skilled in anticipating and navigating transitions within the organization and among its partners, ensuring smooth adaptation and minimizing disruption.

Crucially, the candidate must possess an inherent sense of initiative, demonstrating proactive engagement and a relentless drive to seek out and capitalize on opportunities that align with ZAMCOM's strategic objectives. Unwavering self-esteem, coupled with impeccable integrity and credibility, are non-negotiable attributes, essential for building trust and exercising influence across diverse cultural and organizational landscapes. A strategic mindset is paramount, enabling the candidate to not only anticipate challenges but also to proactively identify potential opportunities and formulate effective long-term visions within the dynamic field of information, communication, and partnerships. This environment, while characterized by high expectations and considerable challenges inherent in transboundary water resource management, also offers immense potential for impactful contributions that can shape the future of the Zambezi River Basin.

4. DUTIES AND RESPONSIBILITIES

Reporting to the Executive Secretary, the PM-ICP will be responsible for leading and managing all aspects of information dissemination, communication strategies, and partnership development for the Zambezi Watercourse Commission (ZAMCOM). This includes overseeing the collection, analysis, and sharing of data related to water resources, climate change, and other relevant environmental issues within the Zambezi Basin. The PM-ICP will also develop and implement communication plans to raise awareness about ZAMCOM's mandate and activities, engage stakeholders, and promote collaborative initiatives. Furthermore, the role involves identifying and fostering strategic partnerships with regional and international organizations, government agencies, civil society groups, and other relevant actors to advance ZAMCOM's objectives and secure resources for its programs. The successful candidate will play a pivotal role in enhancing ZAMCOM's visibility, strengthening its relationships with key partners, and facilitating effective information exchange across the basin.

Below is a summary of the main responsibilities:

- Significantly uplift and enhance the visibility of ZAMCOM and strengthening ZAMCOM's institutional framework and external engagement;
- Overseeing the meticulous production of high-quality information materials including maintaining an interactive and dynamic website;
- Contributing to the planning, development and implementation of the ZAMCOM annual workplans;
- Designing and executing sophisticated strategies centred around capacity building, gender and social inclusion;

- Development and implementation of robust stakeholder and partnerships strategies as well as enhancing stakeholder consultation bodies in line with implementation of ZAMCOM programmes and activities;
- Coordinating governance meetings and compilation of their documentation including records;
- Giving backstopping support to all departments and providing guidance with regards to stakeholder engagement and consultations

The following are the detailed roles and responsibilities:

(a) To significantly uplift and enhance the visibility of ZAMCOM and strengthening ZAMCOM's institutional framework and external engagement.

The candidate will be expected to strategically position ZAMCOM as the undisputed pace-setting transboundary organization in the development and implementation of multi-sectoral, climate-proofed watercourse projects and programs. This involves proactive and compelling communication of ZAMCOM's vision, mission, and achievements, showcasing its unique expertise, and solidifying its reputation as a leader in sustainable water resource management and integrated basin planning. This requires a deep understanding of ZAMCOM's mandate and the ability to translate technical achievements into compelling narratives that resonate with diverse audiences.

This includes facilitating, developing, managing, and implementing ZAMCOM's information and communication strategies and processes, consistently enhancing its visibility and reputation through targeted campaigns and proactive media engagement.

(b) Overseeing the meticulous production of high-quality information materials including maintaining an interactive and dynamic website

These materials, including reports, policy briefs, and outreach campaigns, will be disseminated across various platforms, including the organization's official website, its burgeoning social media pages, and other strategic communication channels, ensuring broad reach and impactful engagement. The role also entails providing essential backstopping support to all internal departments, facilitating their communication needs, and ensuring consistency and coherence in messaging across all ZAMCOM's outputs. The PM-ICP is also responsible, in liaison with all departments, for facilitating the consistent scheduling and development of content to be shared on the online platforms, with the aim of engaging the target audience and appropriately disseminating information to the diverse citizens of the watercourse.

(c) Contributing to the planning, development and implementation of the ZAMCOM Annual Workplans

Working collaboratively with the broader team, the candidate will play a critical role in the effective implementation of the organization's Annual Work Plans and Budgets, ensuring that communication strategies are seamlessly aligned with operational objectives and contribute directly to the achievement of ZAMCOM's overall goals.

The candidate will be responsible for coordinating institutional development assignments within the ZAMCOM Work Plan.

(d) Designing and executing sophisticated strategies centered around gender and social inclusion

This includes a proven track record in capacity development initiatives that empower diverse voices and foster sustainable growth within the communities ZAMCOM serves, ensuring that all communication and partnership efforts are equitable and genuinely transformative.

The candidate will also be responsible for diligently implementing ZAMCOM's Gender Mainstreaming Strategy across all communication and partnership initiatives. Furthermore, this role is critical for the implementation of comprehensive capacity development programs for both ZAMCOM staff and governance structures, as well as for key stakeholders within the basin, ensuring a continuous strengthening of capabilities.

(e) Development and implementation of robust stakeholder and partnerships strategies as well as enhancing stakeholder consultation bodies (NAMSCs and WAMSC) in line with implementation of ZAMCOM programmes and activities

Stakeholder participation in ZAMCOM is a key principle that ensures ownership and legitimacy of outputs, products and outcomes in the context of sustainable cooperation in the Zambezi Watercourse. Therefore, it is important that processes are based on a sound, consultative approach that continuously builds trust and confidence among stakeholders. Consultation with and participation of governmental, non-governmental, civil society organisations and private sector linked to water and related resources management and development in the basin is critical.

The work of the potential candidate will involve facilitating and working closely with national and watercourse-wide stakeholder consultation bodies such as the National Multi-Sectoral Stakeholders Coordination Committees (NAMSCs) and the Watercourse-wide Multi-Sectoral Stakeholders Coordination Committee (WAMSC); engaging effectively with governments, NGOs, Civil Society, Strategic Partner Organisations (SPOs), the private sector, and other relevant regional entities in the sectors of water, energy, agriculture, environment, climate change, finance etc.

ZAMCOM has a network of like-minded partner organisations with who it works to implement some of its programmes and activities. These partners provide both financial and technical assistance. The work of the PM-ICP will be to help foster more cooperation between ZAMCOM and its partners, manage the Memoranda of Understanding (MOUs) that ZAMCOM has signed with these partners. The PM-ICP will also be expected to ensure the MOUs are operationalised. The PM-ICP will also be expected to seek more partnerships with new partners.

This position is paramount in the organisation, serving as a central hub for interaction and outreach with basin stakeholders, providing timely information, and fostering a sense of community.

The overarching goal of these multifaceted responsibilities is to ensure the organization remains adaptable, well-connected with its stakeholders, and strategically aligned with its objectives in a constantly evolving environment.

(f) Coordinating governance meetings and compilation of their documentation including records

ZAMCOM has three main governing bodies. These are the ZAMCOM Council of Ministers (CoM); the ZAMCOM Technical Committee (ZAMTEC) and the ZAMCOM Secretariat (ZAMSEC). The role of the Secretariat and the PM-ICP in particular regarding meetings is to coordinate: help set dates in liaison with the Executive Secretary; ensure country notifications are made; develop Agendas and Annotated Agendas; compile all documentation for the meetings as per the Agendas; compile Meeting Records and decisions and ensure that the Secretariat follows up on the decisions by constantly sharing them with responsible staff members.

(g) Giving backstopping support to all departments and providing guidance with regards to stakeholder engagement and consultations

ZAMCOM Secretariat has several departments, mainly technical. The PM-ICP is expected to give these departments backstopping support in terms of organising stakeholder consultations – these could be meetings, field trips and more. As indicated above, ZAMCOM uses a multi-sectoral stakeholder approach. The role of the PM-ICP is to assist in ensuring that this approach is used in all stakeholder engagements during implementation of ZAMCOM projects and activities

5. ACADEMIC/PROFESSIONAL QUALIFICATIONS:

- A Bachelor's Degree in mass communications, information management, public relations and/or social sciences with emphasis on communication and information management, awareness-raising and stakeholder consultation processes.
- Master's degree in one of the above areas.
- A qualification in Project Management is essential.

6. RELEVANT JOB EXPERIENCE:

- (i) At least 10 years of experience in practicing journalism, public relations and/or, information management and communications, preferably in positions related to the water or environment sectors and experience in data and information management;
- (ii) At least 5 years of experience in publications compilation and production as well as website content development and management;
- (iii) At least 5 years of experience in contract management in areas related to water and natural resources management preferably related to communications, awareness-raising and stakeholder consultation/engagement processes;
- (iv) Proven experience in designing and implementing information and communication plans/strategies;
- (v) Proven expertise in reaching out and working with a multi-sectoral range of stakeholders as well as designing stakeholder engagement processes, preferably in a Southern Africa setting and river basin organisation in particular;
- (vi) Proven experience in working with high level strategic partners, private sector and international cooperating partners;

- (vii) Excellent interpersonal communication skills, rapporteuring skills and track record of cross-cultural abilities and excellent presentation skills;
- (viii) Proven record in ability to work independently but also collaboratively in a diverse team environment and in complex problem solving and managing crisis;
- (ix) Experience and skills to deal with and supervise consultants ensuring performance in accordance with contracts or agreements;
- (x) Fluent and proficient in English and/or Portuguese: ability to communicate in both languages will be an added advantage.
- (xi) Excellent report writing skills and analytical reading skills.
- (xii) Should be able, and should have experience in project management – preparing and managing budgets, preparing progress and annual narrative reports for the component;
- (xiii) Should be able to use a computer and lead the organisation's quest to reduce its carbon footprint.

7. Personal Attributes Conduct and Other Competences	<ul style="list-style-type: none"> (i) Should be honest about their previous work experiences and should have no criminal record; (ii) Should be accountable for his/her responsibilities; (iii) A good decision maker who is quick and able to make appropriate actions in many management situations; (iv) Builds productive working relationships with co-workers and external parties, whilst valuing people of different backgrounds, cultures and demographics; (v) Should be a diplomatic individual who has tact to interact with superiors (the Executive Secretary, ZAMTEC Members and CoM Members) and other staff; and <p>Should be always willing to learn.</p>
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8. WHERE TO SEND APPLICATIONS

Interested candidates should send Application Letter, detailed CV, certified copies of relevant certificates, and contact details (Name, Email address(s) and Phone Number) of three (3) referees by email addressed to:

The Executive Secretary

ZAMBEZI WATERCOURSE COMMISSION (ZAMCOM)
 128 Samora Machel Avenue
 P.O. Box CY 118 Harare
ZIMBABWE.

E-mail: recruit@zambezicommission.org

Deadline for Submission: Friday, 31 October 2025 at 17:00 (Harare time).