

VACANCY

Programme Coordinator - Capacity Development/Training and Knowledge Management (70% position)

WIN is looking for a dynamic and experienced Programme Coordinator, to be based in Berlin, Germany. This is a 70% position (28 hours per week).

The Water Integrity Network Association (WIN e.V.) is looking for an experienced Programme Coordinator to support its vision of *'a world with equitable and sustained access to water and a clean environment, which is no longer threatened by corruption, greed, dishonesty and wilful malpractice'*.

Based in Berlin, the Coordinator will report to the Executive Director, and contribute to a small and committed multi-cultural team in building the capacity development and knowledge management capabilities of WIN, raising resources, and implementing WIN's strategic objectives.

WIN supports an open network of individuals, organizations, and governments working to improve water integrity worldwide. We research the impact of corruption and poor integrity in the water sector, and advocate for better governance. We also develop and promote tools for greater Transparency, Accountability, Participation, and the introduction of Anti-corruption measures at all levels. WIN focuses on capacity development and reducing integrity risks in programmes worldwide, with the aim of improving water sector performance and equity to the benefit of all, especially the most vulnerable.

WIN's working language is English with staff having additional languages to support to regional programmes. With the development of the team, specific responsibilities may be realigned in consultation with staff over time.

1 RESPONSIBILITIES

The Programme Coordinator is responsible for two distinct work streams from the WIN Strategy 2017-2022 'Engaging with partners for change':

- Scaling capacity development initiatives on water integrity and governance, and leveraging the learnings and recommendations that WIN gathers through its work and that of its partners.
- Developing and implementing the WIN knowledge management system

2 SPECIFIC DUTIES

Capacity Development/Training

- Manage and oversee program implementation, design, and delivery for all capacity development and training-related activities targeted at capacity development and training of WIN staff, partners and general public, both virtual and in-person
- Provide lead technical direction/technical assistance in activity planning for capacity development components

- Lead program monitoring, evaluating, and reporting related to capacity development and training
- Serve as a liaison to partners around capacity development and training
- Build capacity development/training partnerships
- Promote WIN's training and capacity development products
- Develop training material on WIN tools jointly with tools co-ordinator
- Act as contact point with donors investing in capacity development
- Coordinate with appropriate stakeholders in all aspects of project planning, monitoring, and implementation for all capacity development/training activities
- Work with country co-ordinators and local partners to ensure adequate capacity is developed in various areas of the programme

Knowledge Management

- Develop WIN's knowledge management capacity and systems
- Promote knowledge capture and reuse in the organisation
- Capture and distil experience and insight to improve performance
- Facilitate Knowledge Management strategic planning
- Facilitate knowledge transfer sessions
- Provide internal training and consulting on KM concepts and methodologies
- Plan, develop, stand up, support, and promote collaborative tools and techniques such as communities of practice to facilitate sharing of ideas and work among internal teams and external partners
- Help disseminate information about the organization's knowledge sharing program to internal and external audiences

3 REQUIREMENTS

- A minimum of 5 years' total experience in capacity development and knowledge management preferably in the water or anti-corruption sectors; experience in both is preferred;
- Excellent grasp and experience of innovative learning and development methods.
- Good knowledge of e-learning platforms and practices and digital knowledge management.
- Excellent inter-personal skills with a good ability to build relations across teams.
- Excellent facilitation and training skills
- Strong analytical, synthesis, report writing, and presentation skills.
- Strong organisational and time management skills and attention to detail.
- Fluency in English; a working knowledge of French or Spanish is an advantage
- Experience in working in developing countries and of addressing gender and social inclusion issues in capacity development
- Demonstrable experience in fundraising, project development/budgeting and proposal writing
- Relevant post-graduate degree
- Excellent communication, writing, and organizational skills
- Experience in working on anti-corruption issues is an added recommendation

4 OTHER DETAILS ABOUT THE VACANCY

Job Title: Programme Coordinator
 Contract: 2 years, renewable

Location: WIN office, Berlin, Germany
Reporting lines: Reports to the WIN Executive Director
Starting date: As soon as possible
Job grade: III
Remuneration: Depending upon experience, within WIN salary scale, grade III.
Relocation allowance according to WIN e.V. rules.

5 TO APPLY

We invite qualified candidates to submit via email a cover letter, expressing their motivation and qualifications, and a full CV, including at least 2 references to: **Recruitment@win-s.org**. Applications will be treated as strictly confidential.

In your cover letter, please systematically indicate your experience and skills in relation to the mentioned job duties and requirements and clearly state your motivation.

Deadline for applications is **Thursday 15th July 18h00 CEST**

Please note that only shortlisted candidates will be contacted.

WIN e.V. is an equal opportunity employer.

For more information about WIN, visit our website at <http://www.waterintegritynetwork.net>.