

The Nile Basin Initiative (NBI)
Eastern Nile Subsidiary Action Program (ENSAP) Eastern Nile
Technical Regional Office (ENTRO)

Term of References of Executive Director

Preamble

The Nile Basin Initiative [NBI] is an intergovernmental partnership of ten Nile Basin states to develop the river in a cooperative manner, reduce poverty, reverse environmental degradation, share substantial socio-economic benefits, and promote regional peace and security (www.nilebasin.org). The NBI is guided by a Shared Vision to achieve *"sustainable socio-economic development through the equitable utilization of, and benefit from, the common Nile Basin water resources"*.

The Eastern Nile Subsidiary Action Program (ENSAP) of the NBI is launched by Egypt, Ethiopia and the Sudan (recently joined by South Sudan) to initiate concrete joint investments and action on the ground in the Eastern Nile sub-basin in the areas of power generations and interconnection, irrigation and drainage, flood preparedness and early warning, watershed management, development of planning models and joint multipurpose programs. ENSAP is governed by the Eastern Nile Council of Ministers [ENCOM] and implemented by the **Eastern Nile Technical Regional Office [ENTRO]** in Addis Ababa, Ethiopia. Funding for ENSAP accrues from Eastern Nile countries and varied bilateral and multilateral development partners

ENTRO is a technical regional body, supporting the Eastern Nile Subsidiary Action Program Team (ENSAPT) and the Eastern Nile Councils of Ministers (ENCOM) in the implementation of the Eastern Nile Subsidiary Action Program (ENSAP).

Established in 2000, and located in Addis Ababa, Ethiopia, ENTRO has the legal status of a regional organization in Ethiopia, with the associated immunities and privileges, as contained in the Headquarters Agreement concluded on the 16th February 2002, It is an institution with legal personality to perform all functions entrusted to it, including the power to sue and be sued, and to acquire or dispose of movable and immovable property.

In broad terms, ENTRO is responsible for providing administrative, financial management and logistic support to the ENCOM in support of implementation and management of ENSAP. In general, ENTRO's core lines of functions are: secretariat for ENCOM and ENSAPT, ENSAP coordination and integration, project preparation, financial management, communications and outreach, training, monitoring and evaluation and information exchange.

1. Accountability and Reporting:

The Executive Director will be appointed by the ENCOM. He reports to the ENCOM through Eastern Nile Subsidiary Action Program Team (ENSAPT).

2. Major Duties and responsibilities:

General Policies/Strategies:

- The Executive Director will: Plan, organize, direct, control and supervise all activities of ENTRO to promote cooperation in the Eastern Nile region through managing ENSAP.
- The Executive Director will be representing Ethiopia, Egypt, South Sudan, Sudan jointly in ensuring cooperation and promotion of joint investment project in the Eastern Nile and officially represent ENTRO.
- Ensure that policies, strategies and guidelines required for the management of the Organization and that of the basin are in place and implemented accordingly.
- With various stakeholders and development partners He/she will be actively engaged to mobilize finance to implement ENSAP.
- Ensures adequate human resource availability to run the organization efficiently and supervise the work, evaluate the performance of staff and provide training.
- Guide short term financial planning and ensure efficiency, sustainability and transparency of the financial administration of the Organization and provides oversight and guidance regarding the procurement functions of the institution.
- Mobilize regional and international resources for investment in the ENSAP.
- Coordinate ENTRO's relationships with other institutions involved in the ENSAP and NBI.
- Develop, prepare and implement effective strategies and action plans for ENTRO.
- Ensures adequate human resources to run the organization efficiently and effectively.
- Supervise and guide the work of ENTRO staff.
- Ensure efficiency, sustainability and transparency of ENTRO's financial administration.
- Provide strategic leadership and vision.
- Create and keep up an inspiring and just working environment at ENTRO.
- Continuously liaise with member states to ensure the sustainability of its institution.
Officially represent ENTRO.
- Coordinate ENTRO's relationship with other institutions involved in the ENSAP and NBI.

Governance

- Provide leadership to ENTRO to serve as an able Secretariat to ENSAPT/ENCOM.
- Facilitate a relationship of cooperation and serve as a cooperative platform for member states of the EN sub-basin.
- Ensure that regular and extra ordinary meetings of ENSAPT/ENCOM are conducted timely and efficiently.

- Maintain continual communication with the ENSAPT/ENCOM chair and members without waiting for regular meetings.
- Provide periodic and timely reports to ENSAPT/ENCOM as appropriate.
- Ensure that deliberations and decisions of ENSAPT/ENCOM are recorded properly, stored, and implemented.
- Encourage events that bring the member countries together and collaborate more such as annual events, workshops, symposiums, conferences, etc. as appropriate.
- Provide advice to ENSAPT/ENCOM whenever necessary.

Management

- Develop and prepare effective strategies and action plans for ENTRO.
- Take responsibility for implementing strategies and action plans.
- Ensure adequate human resources to run the organization efficiently and effectively according to the approved plans.
- Plan and supervise the work of ENTRO staff, evaluate their performance and define their training needs.
- Ensure that staffs are properly trained, mentored and coached in tandem with changing technology and processes.
- Take responsibility for short- and long-term financial planning.
- Ensures efficiency, sustainability and transparency of ENTRO's financial targets.
- Ensure that a proper monitoring and evaluation system is put in place.
- Ensure that regular performance reports are produced and evaluated.
- Ensure the proper management and accounting for all financial and other assets entrusted to ENTRO including the timely production of audited financial reports.

Leadership

- Provide strategic leadership and vision.
- Lead ENTRO towards its vision.
- Provide appropriate guidance to ENTRO's staff.
- Create and keep up an inspiring and just working environment at ENTRO.

Relationships and Networking

- Nurture cooperative and collaborative relationship with other NBI centres, water agencies of EN member countries, universities and research centres.
- Develop a relationship of trust and collaboration with active and potential development partners.
- Participate in water sector as well as political and economic meetings and events of national, sub regional and regional nature to represent ENTRO and develop networks.
- Participate in water sector international events to draw lessons, develop international networks, and create visibility for ENTRO.

- Work with civil society and other community groups in the sub-basin with a view to galvanizing support for ENTRO initiated activities.

Resource Mobilization

- Ensure that ENTRO mobilizes necessary funding and other resources for its activities.
- Support member states to mobilize funds and other resources for project implementation.
- Build competency within ENTRO for innovative financing of activities.

Others

- Any other activities assigned as need arise from time to time by ENSAPT or ENCOM.

3. Key Qualification:

- **Education:** Advance university Degree (master's degree) in Engineering, Water Resources Management and other related areas.
- Membership to a relevant professional body.

4. Experience:

- Minimum 20 years of relevant professional experience, out of which 10 years in managerial/Executive level leading and Coordinating Multi-Sectoral Program.
- Experience in Working with or in regional/international organizations and /or complex multi-country programs on transboundary Water Resources.
- Knowledge of and ideally, experience in working with the Nile Basin Initiative or other transboundary water resources issues.
- Proven ability to work diplomatically within sensitive and complex multicultural environments and to cooperate with all levels of executives and officials from government, international financing agencies, private sector and civil society.
- Experience in the Nile Basin Initiative is an advantage.

5. Competencies:

- Broad knowledge of economics, finance, and corporate governance and trends at national, regional and international levels, including in-depth understanding of finance and water basin initiatives in the global marketplace
- The ability to represent all Eastern Nile countries critical for ensuring the effectiveness of the ENTRO as well as for maintaining the broad support and confidence of member states and the international community.
- Strong leadership and managerial skills to foster teamwork; develop and motivate staff, resolve conflicts as well as ability to provide direction, guidance, momentum and vision to achieve organizational objectives

- Strong communication and presentation skills, including ability to develop proposals, concept papers, position papers as well as write reports and prepare relevant publications
- High level interpersonal and cross-cultural skills including ability to build alliances and collaborative relationships with sensitivity to diversity.
- Strong expertise in strategic management, project planning and budgeting, resource management, implementation as well as monitoring and evaluation
- Ability to develop and implement performance management systems, giving candid performance feedback, rewarding desirable behaviours and providing support to professional development efforts linked to strategic objectives
- Ability to empower staff by removing obstacles hindering the achievement of strategic objectives, focusing on results and delivering what is promised, on time and within budget
- Ability to maintain high standards of ethics and integrity; establish straightforward, productive relationships; treating individuals with fairness and respect, demonstrating sensitivity for ethnic, cultural and gender differences
- Ability to initiate and implement planned organizational change, adapt to rapidly changing conditions as well as align programmes in the appropriate direction with cohesiveness and a sense of urgency
- Strong interpersonal skills and ability to create and maintain relevant networks and collaborative relations internally and externally
- Demonstrated integrity and judgment in all professional issues.
- Proven ability to work independently and efficiently under pressure Excellent verbal and written communication skills.
- Proficiency in English language and Computer Literacy.
- Knowledge of Amharic or/and Arabic Languages is an advantage.

6. Duration and Appointment

- The post of ENTRO Executive Director is for the duration of three years.

7. Workstation:

- The workstation will be based at the Head office of ENTRO in Addis Ababa, Ethiopia, although work might necessitate national, regional and international field trips and travel.

8. Salary and Benefit:

- As per the organization scale.