



**OBSERVATOIRE DU SAHARA ET DU SAHEL**  
**SAHARA AND SAHEL OBSERVATORY**

## **WATER DEPARTMENT**

### **TERMS OF REFERENCE RECRUITMENT OF ONE (1) WATER EXPERT**

March 2026

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Recruitment type: International

Job title: Water Expert

Location: Tunis, Tunisia

Languages required: French and English

Start date: April 2026

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[\[AC/OSS/DptEau\\_ExpertEau/190326-07\]](#)

## 1. CONTEXT

**The Sahara and Sahel Observatory (OSS)**<sup>1</sup> is an international Organization with an African focus, established in 1992 and headquartered in Tunis, Tunisia, since 2000. The OSS comprises 28 African countries, 7 non-African countries, 13 sub-regional Organizations from West, East, and North Africa, UN agencies, and 3 non-governmental Organizations.

The OSS mission is to support its member countries and African partners in the sustainable management of their natural resources in a particularly challenging climate change context. Its area of operation is the arid, semi-arid, and dry sub-humid zones of the Sahara and Sahel regions. In this capacity, the OSS works with its member countries and Organizations based on principles of subsidiarity and complementarity. The OSS works alongside member States and Organizations, initiates and facilitates partnerships on issues related to natural resource management, including shared water resources, and environmental protection.

**The OSS 2030 strategy** provides a framework for implementing priority technical and financial actions for the benefit of member and partner countries. To ensure strategic alignment, the OSS operates through its scientific and technical program "Integrated and Collaborative Management of Natural Resources" which is structured around four interconnected thematic areas within an integrated development framework: Water, Land, Biodiversity and Climate.

Faced with dwindling water resources due to climate change and population growth, the OSS, through the Water sector, aims to contribute to meeting the water needs of its member States' populations and to the sustainable management of water resources by placing water issues at the forefront of international political agendas. To this end, the OSS provides technical and institutional support in developing project proposals to address the impacts of climate change, improve water security, contribute to population resilience in terms of adaptation, and support the sustainable development efforts of member States.

In coordination with the other OSS technical departments and entities, the Water Department is primarily responsible for overseeing and implementing the Organization's mission in the field of water resources.

To effectively carry out its mission, the Water Department is recruiting one (1) Water Expert to strengthen its human resources and enhance its contribution to the implementation of the OSS action programs.

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<sup>1</sup> <http://www.oss-online.org/>

## 2. THE ASSIGNMENT

Under the supervision of the Water Department Director, the Expert will have to provide technical support for the implementation of the Department's following activities:

### 2.1. Technical and analytical support

- Contribute to the planning and organization of the Water Department's activities;
- Identify and monitor national, regional, and international priorities related to water resource governance;
- Develop Terms of Reference for concept notes and project proposals;
- Supervise the work of consultants, review and evaluate deliverables, and formulate recommendations for improvement;
- Develop and analyze various summary documents on water management in the region;
- Contribute to the preparation of scientific and technical events organized by the Department and ensure reporting;
- Participate in the preparation and implementation of capacity-building activities undertaken by the OSS for its member countries;
- Contribute to knowledge management and communication activities related to the Department's projects and activities;
- Contribute to strategic discussions on the OSS support to countries in achieving the objectives of regional and international initiatives;
- Provide technical support on all issues relating to water resources.

### 2.2. Project Development

- Contribute to project design by drafting concept notes and evaluation reports, and conducting due diligence missions;
- Evaluate and identify bankable project proposals;
- Support project proposal processes as needed;
- Conduct the necessary literature reviews for developing new concept notes;
- Participate in the consultation process with project/program stakeholders;
- Review, improve, and approve project reports and deliverables, and make sure they comply with contracts and framework agreements with the financial partner and beneficiary countries.

### **2.3. Project Management**

The expert will be responsible for the technical and financial management of assigned projects, and:

- Provide technical support for project planning and monitoring-evaluation in accordance with the requirements of financial partners;
- Prepare project progress reports and ensure their periodic updates;
- Verify and validate periodic technical and financial reports for assigned projects;
- Regularly update project monitoring databases;
- Provide technical support for the organization of events, workshops, and meetings, and prepare related reports and notes;
- Ensure the financial and accounting monitoring of the projects in close collaboration with the OSS Administrative and Financial Department.

### **2.4. Other activities**

The Expert will also be involved in the execution and support of all other activities of the Water Department, namely, technical expertise required for the Department's various projects. He/She will support the OSS Executive Secretariat teams to foster cross-departmental synergies and the daily activities of the Organization.

## **3. QUALIFICATIONS AND SKILLS**

### **3.1. Academic/University Background**

The candidate must have a Master's degree, an engineering degree, or a PhD in a water-related field or in a discipline within environmental sciences.

A certification in project planning and management would be an asset.

### **3.2. Skills**

- Good command of standard office software (Microsoft Office or equivalent);
- Strong analytical, synthesis, and writing skills.

### **3.3. Professional Experience**

The candidate must have:

- at least 5 years of professional experience in a national institution, an international Organization, or an Organization in the development sector;

- Proven experience in:
  - areas related to water resources, specifically focused on planning, monitoring, and resource management tools;
  - project design, including support for the review/development of concept notes and project documents, work plans, and budgets;
  - project/program planning and management, monitoring-evaluation (M&E), and techniques for collecting and analyzing environmental water and climate data;
  - results-based management (RBM);
- Knowledge of water resource issues at the regional and international levels;
- Fluency in English and French.

#### **3.4. Professional assets**

- Be willing to work with people of different nationalities and cultures and to travel whenever necessary;
- Carry out the assigned responsibilities accurately and within established deadlines;
- Be able to quickly learn new concepts and take initiative;
- Work under pressure and act as a positive role model, contributing to team spirit;
- Have strong organizational skills and the ability to work effectively in a team;
- Be enthusiastic, open to change, and flexible in a fast-paced environment;
- Be a good listener and willing to share knowledge spontaneously.

## **4. REMUNERATION**

The successful candidate will be hired as an employee of the OSS Executive Secretariat and will receive a net monthly salary between €1,500 and €1,800. The exact amount will be determined based on the professional experience and the relevance of qualifications.

For Tunisian candidates, the salary will be paid in Tunisian dinars. The OSS will also cover the cost of a round-trip airfare for the selected candidate (country of origin - Tunisia - country of origin).

## 5. TYPE OF CONTRACT AND WORK LOCATION

The successful candidate will be recruited under a one-year fixed-term contract, renewable by mutual agreement between both parties, subject to a positive performance evaluation.

The contract will include a three (3) month probationary period and begins in April 2026. The date will be specified in the contract.

The Water Expert will be employed full-time and will work at the OSS headquarters in Tunis, according to the Organization's applicable working hours.

## 6. THE APPLICATION FILE

The application file must include:

- A signed Curriculum Vitae (CV) describing the applicant's education, similar activities, and professional experience, in accordance with the template available on the OSS website [[OSS CV template](#)];
- A signed cover letter in English and French;
- Copies of the diplomas;
- ID;
- Documents proving experience;
- Any other document deemed relevant or important.

## 7. SUBMISSION PROCEDURES AND DEADLINE

Applications must be submitted by email to the following address: [procurement@oss.org.tn](mailto:procurement@oss.org.tn). The subject line of e-applications must read: **“Call for Applications: Recruitment of a Water Expert [AC/OSS/DptEau\_ExpertEau/190326-07]”**.

Applications must be sent no later than March 31, 2026, at 11:59 PM (Tunis time).

Women are strongly encouraged to apply.

Note: Applications received after the above-mentioned deadline will not be considered.

## 8. EVALUATION OF APPLICATION FILES

Applications will be evaluated by a specific committee via two main phases:

### 8.1 Technical evaluation

Applications are initially evaluated based on the submitted documents according to the annexed scoring grid.

The evaluation is conducted at the technical level.

Note A minimum technical score of 70 points is required for a candidate to be eligible for the oral interview.

### 8.2 Oral interviews

Candidates who achieve the required technical score will sit for an oral interview and a written test.

Interviews are conducted at the OSS headquarters whenever possible, or via videoconference if necessary.

### 8.3 Final evaluation formula

The final score (FS) is determined by weighting the technical scores of the files (TS) and the scores of the oral interviews (OS).

***The formula used is:  $FS = (TS + OS) / 2$***

For any further information requests, please also send your inquiries to [lamine.babasy@oss.org.tn](mailto:lamine.babasy@oss.org.tn) and [sonia.njah@oss.org.tn](mailto:sonia.njah@oss.org.tn).

## 9. SCORING GRID

Evaluation criteria	Points maximum
Degrees (Qualifications in the required fields)	15
Experience and professional references (Note: Only experience documented with a certificate will be considered)	50
• Years of experience	10
• Experience in a national, regional, or international Organization	10
• Relevant professional references	30
Proficiency in computer skills and software	10
Motivation	10
Proficiency in the OSS working languages (French and English)	10
Clarity and relevance of the application	5
<b>Total</b>	<b>100</b>