TERMS OF REFERENCE

Position Title: Project Manager

Name of Project/Programme: IKI LAC and Gestión CC Phase 2 (“Gestión 2”)

Practice Area or Hub: Climate and Development Implementation

Location: SSN, Cape Town, South Africa

Duration: Fixed-term contract with a commitment to 31 January 2023

Start date: As soon as possible

Remuneration: R35 000 – R42 000 per month (Dependent on relevant experience)

Level: Mid-level position

About SouthSouthNorth

SouthSouthNorth (SSN) supports national and regional responses to climate change through policy and knowledge interventions, partnerships and deep collaboration. We do this by connecting people and information, enhancing capability and mobilising resources to respond innovatively to the challenges and opportunities that climate change presents. Being positioned in the Global South affords SSN a deeper understanding of, and connection to, the climate and development challenges facing the region. We enhance developing countries’ access to climate information by brokering climate knowledge through formalised exchanges among various stakeholders. We assist decision makers in delivering climate compatible development by informing policy formulation and implementation. We bring good governance to management of donor funds, technical assistance and project management.

Full details of the projects that SSN currently implements are available at www.southsouthnorth.org.

About the Projects

IKI LAC aims to provide the evidentiary basis for policy reform, and to create the enabling conditions that result in the rapid decarbonisation of the economies of three Latin American countries, Peru, Argentina and Brazil, by making finance flows consistent with low-carbon development pathways and avoiding carbon lock-in. To that effect, the project will interact with a range of public and private sector target groups through multi-stakeholder dialogues with the aim to facilitate increased mitigation ambition, the provision of inputs for the design of effective financial instruments, and the development of sectoral investment portfolios to advance NDC implementation in the target countries. The multi-stakeholders target groups will benefit from the establishment of regional, national and local communities of practice exchanging experience, knowledge and climate investment opportunities, and fostering peer-to-peer learning. Moreover, the project aims to significantly contribute to the development of the next generations of NDCs and the global stocktake process as part of the Paris Agreement ambition mechanism.
The IKI LAC Team and project delivery

SouthSouthNorth is the institutional home that will hold together the project and is ultimately responsible for its successful implementation. It will be driven by a small team that will be responsible for strategic and executive decision-making, process advice to country teams and a coherent methodological framework to tackle coordination across countries. The SouthSouthNorth team will also be in charge of the tasks of project management, accountability & reporting, contracts and logistics. The team will comprise an SSN Director, Technical Lead and Project Manager, as well as officers for procurement, monitoring and evaluation and knowledge management.

Gestión 2 is funded by the Swiss Agency for Development and Cooperation (SDC), to support improved capacity for the implementation of Peru’s National Determined Contributions (NDCs). Specifically, this will be achieved through improved institutional arrangements, capacity development, adequate access to funds and information, and stakeholder empowerment. The South African local office working with Peruvian and international consultants will facilitate NDC implementation through the creation of enabling conditions and participatory processes, including capacity building and enhanced tools and coordination.

The Gestión 2 Team and project delivery

The project falls under the overall leadership of the Peruvian Ministry of Environment (MINAM), specifically the Climate Change and Desertification Directorate. Gestión 2 is implemented by SSN in partnership with Libélula (Peru) and with technical support from sub-contractors. The SSN role requires technical and operational backstopping skills coupled with problem-solving and interpersonal skills.

About the Role

A Spanish speaker with Latin American experience is preferable in this role.

The Project Manager (PM) will work closely with the Technical Lead who is ultimately responsible for the strategic direction of the project. The PM will work with the Project Management Teams (including staff from the SSN operations, contracts and finance teams), and Consultants to lead on providing administrative management, quality assurance and reporting, administrative support and responsibility for project delivery and oversight - working in close consultation with Implementing Partners.

The PM will be expected to fulfil a complex coordination role between the implementing partners, the donor and the Technical Lead; share and disseminate information among programme partners and stakeholders; maintain official programme records; and establish a solid audit trail of all programme decisions and actions by collating and storing programme-related information. The PM will also be expected to provide management and administrative support as needed, to ensure the smooth running of all programme activities. The successful applicant is expected to undertake at least two trips per annum to South America and international climate events such as the UNFCCC climate summit.

Responsibilities under the projects are likely to consume the PM’s time according to the following split - GestionCC 20%:80% IKI LAC.
Roles and Responsibilities

The Project Manager will:

- Serve as primary liaison within the SSN project team and between SSN, implementation partners and the donor
- Produce narrative and financial reports to key stakeholders on programme progress, identifying success stories, and provide financial updates to donors. The expectation is that the PM is very engaged in the details of the project and can add knowledge and insight at all levels. This is integral in the effective running of the projects which span three continents and four time-zones.
- Define, document and manage where needed, working with multiple teams that may have differing priorities and working/cultural practices
- Contextualize the project work with other SSN project work, ensuring alignment, coordination, and compliance with SSN policy processes and procedures.

Competence and personal qualities of the Project Manager

Essential

- Minimum of 5 but preferably 7+ years of experience in project management with evidence of meticulous attention to detail and problem solving skills
- Verbal, comprehension and written skills in both Spanish and English
- Microsoft Office proficiency, especially Excel
- Strong budgeting and financial review skills with excellent attention to detail and a basic knowledge of accounting
- Excellent interpersonal skills – able to establish and maintain positive working relationships both internally and externally, with people from a wide variety of cultures and backgrounds
- Planning, administration and organisational skills
- Flexible, responsive, and able to manage multiple activities in multidisciplinary teams, while meeting tight deadlines
- Possess multi-cultural literacy and be easily adaptable
- Available to travel within South America and internationally
- Willingness to engage in occasional after hours teleconferences with partners, to accommodate time zone differences. SSN is an accommodating work environment and would encourage flexi-hours to assist you in managing the time differences
- An interest in and willingness to engage in SSN’s suite of projects both domestically and internationally.

Additional/Desirable

- Residing in South Africa and in possession of a valid work-permit. If you are not eligible to work in South Africa SSN may assist in sponsorship for a scarce skills visa if you can demonstrate your eligibility
- Be based in Cape Town, South Africa
- Experience in working and engaging with Latin American stakeholders, especially government
- Verbal, comprehension and writing skills in Portuguese, as spoken in Brazil
- Experience or interest in working with the finance industry in developing sector investment portfolios
- Professional experience in climate change, environment and/or international development, with a specific focus on climate mitigation in Latin America
- Experience in facilitating the use of research into action for climate, or an allied field.

Qualifications:
Minimum Bachelors Degree in a relevant discipline or Project Management qualifications.

Application process:
To apply, please complete the Google Form, upload your C.V. and Cover Letter via the following link: Project Manager Application Form

SSN is looking to recruit the Project Manager as soon as possible, with a preference for a strong candidate who can start work in February. Applications will be accepted and assessed on a rolling basis and recruitment will continue until a suitable candidate has been identified. Unfortunately we are not able to offer feedback on any application made for this job posting. SouthSouthNorth reserves the right not to make an appointment.