TERMS OF REFERENCE

Position Title: Junior Project Manager

Name of Project: Adaptation Research Alliance (ARA)

Salary Range: R250K – R295K

Start date: As soon as possible

Location: Cape Town, South Africa

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.

Background on ARA
The ARA will ensure that the most pressing knowledge needs for adaptation and resilience actions are effectively addressed through accelerated and scaled investment in developing countries for action-orientated and user-centred research, in ways that build long-term institutional and human capacity, and help translate research outputs into practical solutions.

Role summary:
In this role, you will implement administrative tasks delegated to you by the project team, coordinate with all necessary stakeholders, and ensure that the project is moving forward on time.
Your role will involve the development and management of stakeholder meetings, including meeting coordination and the development and dissemination of documents to various groups, particularly the ARA Steering Board and Working Groups. There will also be opportunities to write summaries on specific topics, develop new communications products and more, dependant on ARA needs and your interests. You will need to be highly organized, adaptable, meticulous and able to prioritize tasks while working independently.

**Roles and responsibilities**

- Write summary reports that distil high level discussions of Steering Board and Working Groups and suggest next steps.
- Transcribe minutes from meetings, create presentations, and conduct basic investigative research.
- Collaborate or lead on thematic summaries, knowledge products or communications tools.
- Maintain current and accurate database(s) of key stakeholders and stakeholder groups, and related interactions.
- Manage project file systems, on different platforms as required.
- Write and issue emails to various stakeholders on behalf of project team and partners and act as the central point of communications for the project.
- Maintain polite and professional communication via phone, e-mail, and mail.
- Schedule meetings and manage (through multiple platforms, including Zoom, skype, MS Teams) with diverse groups across multiple time zones.
- Ensure the documents are prepared, approved and sent to stakeholders timeously.

**Skill and Experience Requirements**

- Excellent communication skills, verbally and in writing
- Excellent organizational skills and ability to work independently and on a team
- Ability to attend to details; meticulous
- Proficiency in basic Microsoft suite, including Word, Excel, and Power Point
- Experience writing professional letters and emails

**Qualifications:**

**Relevant Degree** and preferably 3 or more years of relevant work experience.

**To apply:** Please complete the Google application form on the following link: Junior Project Manager. **Closing date:** Midnight 14 February 2021