

## **TERMS OF REFERENCE**

**Position Title:** Programme Coordinator

**Name of Programme:** Climate and Development Knowledge Network (CDKN)

**Start Date:** March/April 2022

**Location:** Cape Town, South Africa

**Remuneration:** R60 000 per month

### **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 the management of donor funds, technical assistance and project management.

### **About the Programme**

CDKN works to enhance the quality of life for the poorest and most vulnerable to climate change. This is achieved by combining knowledge, research and advisory services to support decision-makers to design and deliver climate compatible development.

In June 2018, CDKN launched a new phase which will further develop its knowledge-sharing and learning programme, focused on making climate compatible development information easier to access and use, in support of ambitious climate action. This is done through synthesising and tailoring a wealth of evidence and learning on climate compatible development to produce highly targeted knowledge and tools to support policy design and implementation. Sustained engagement in countries in Africa, South Asia and the Andean region of Latin America helps ensure this knowledge is used and achieves impact.

Full details of the projects that SSN currently implements are available at [www.southsouthnorth.org](http://www.southsouthnorth.org).

### **Role summary:**

This terms of reference outlines the role of a Programme Coordinator for CDKN. The tasks for this role will focus on managing and implementing the operational aspects of the CDKN programme, from budget implementation to donor reporting and overall contract compliance.

## **Roles and responsibilities**

The role of the Programme Coordinator is critical to the successful implementation of CDKN. The employee will be responsible for the effective and efficient operational functioning of the CDKN Programme across the four regions of operation: South Asia, Africa, Latin America and global. They will manage the donor compliance, including the technical and financial reporting, as well as sound management, implementation and tracking of the programme budget. The employee will furthermore manage and oversee the work of an operations assistant and liaise with the SSN Operations and Finance teams.

### **Programme coordination**

- Maintain a high-level knowledge of activities across the programme.
- Coordinate the preparation and delivery of the programme's overall work plan and any related annual plans and budgets.
- Ensure programme activities work towards CDKN outcomes and objectives as agreed in the CDKN Theory of Change and Key Performance Indicators.
- Prepare any project management related documents as required by the donors or the project steering committee.
- Maintain contractual compliance throughout the programme.
- Oversee the contract management of the programme including ensuring the compliant contracting of suppliers and alliance partners, working closely with the SSN Contracts Hub.
- Facilitate effective communication and collaboration internally and across the partnership.
- Prepare and manage CDKN templates, procedures and guidelines across the programme.
- Managing the training and personal development work programme across the programme.
- Lead on operationalising risk management and quality control mechanisms for the project, including the necessary programme and project risk registers and project review groups.
- Oversee and manage the programme's procurement systems and procedures in line with SSN and the donor's policies and standards.
- Act as Secretary to the Programme Steering Committee.
- Coordinate all internal programme planning and update meetings.
- Ensure project documentation is well kept, amongst other things to allow for effective internal learning and Monitoring, Evaluation and Learning (internal and external).

### **Donor Relations**

- Coordinate, prepare and deliver all required reports for approval by donor management.
- Manage the financial reporting of the programme in collaboration with the SSN Operations team.
- Seek new funding possibilities to ensure the sustainability of the CDKN programme.
- Manage proposal development.

### **Budget Management**

- Manage the overall delivery of the programme's objectives, activities, outputs and its financial resources within the project budget.
- Lead on preparing and delivering the programme's overall work plan and any related annual plans and budget.

- Lead on managing the project budget including spend, tracking and forecasting, working closely with SSN's finance and operations teams.

### **Monitoring, Evaluation and Learning (MEL)**

- Update and improve the MEL strategy for the programme on a regular basis.
- Manage the successful implementation of the MEL programme.
- Collaborate with the MEL coordinator and the SSN MEL advisor in the implementation of the CDKN MEL programme.
- Coordinate the incorporation of MEL as a tool for adaptive management and implementation of the programme.
- Oversee the collection of robust qualitative and quantitative information for effective MEL.
- Oversee the MEL reporting process in partnership with the MEL coordinator and SSN MEL advisor.

### **Qualifications & experience**

- Relevant tertiary qualification in a relevant field
- 7-10 years' work experience with at least 4 years' experience managing the coordination and operations of a project, team or work area
- Strong financial and budgetary management track record and experience
- Strong track record in coordinating the successful delivery of projects

### **Competence and personal qualities**

- Highly organised, with excellent project management skills
- Ability to work under pressure with multiple competing demands
- MS Office with excellent command of Excel
- Excellent written skills
- Experience in preparing donor reports
- Experience in Monitoring, Evaluation and Learning implementation
- Experience working within the climate change and/ or development sector
- Demonstrated ability to work in multicultural settings

### **Application process**

To apply, please complete the following form: [Programme Coordinator \(CDKN\) 2022](#)

Applications will close at midnight on **31 January 2022**. Shortlisted candidates will be contacted within two weeks of the closing date. If you are not contacted within this time period, please consider your application unsuccessful. Unfortunately, we are not able to offer feedback on any application made for this job posting.

SSN reserves the right not to make an appointment.