TERMS OF REFERENCE

Position Title: Senior Procurement and Finance Officer
Name of Project: Adaptation Research Alliance (ARA)
Salary Range: R32k – R38k
Duration: 3 years, ending March 2025
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 the 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 Adaptation Research Alliance (ARA) is a global collaborative effort to catalyse increased investment and capacity for action-oriented research that supports effective adaptation to climate change – primarily in developing countries – at the scale and urgency demanded by the science. The ARA aims to promote evidence-based solutions that best serve those most vulnerable to climate change. This requires an agile ecosystem of action research, with alignment among all influential actors in this nexus:
action funders, research funders, policy-makers, beneficiaries on the frontlines of climate change, researchers and intermediaries.

Through targeted advocacy, creative cooperation and scaled resource delivery, the ARA will ensure that the most pressing knowledge needs for adaptation and resilience actions are effectively addressed, and that measurable progress and evidence of the effectiveness of past and ongoing adaptation interventions are at hand. This includes accelerated and scaled investment in developing countries for action-oriented and user-centred research, in ways that build long-term institutional and human capacity, and help transform the research process, ensuring high quality research that has wider ownership and greater practical impact.

More details of the ARA are available at:
https://southsouthnorth.org/portfolio_page/adaptation-research-alliance/

Role Summary:
The Adaptation Research Alliance is seeking an experienced Senior procurement and finance officer, to manage the procurement and some finance activities of the ARA, including but not limited to the ARA micro-grants, knowledge products and ARA workstreams. The individual will be motivated to increase the accessibility and inclusion of ARA procurement processes, in particular ensuring engagement with the individuals and companies in the Global South, as well as ensuring representation of a diversity of individuals who are contracted to deliver ARA products and activities. They must also be comfortable with managing large budgets and submitting invoices according to contract stipulations. The individual will work closely with the SSN contracts team, as well as the Project Manager to provide procurement and contractual support for the Secretariat.

This position will report to the Programme Lead.
Roles and responsibilities

More specifically, the role will include, but not be limited to the following activities:

Procurement

- Collaborate with the Secretariat delivery leads to determine procurement needs, quality and delivery requirements for activities.
- Contact relevant stakeholders and suppliers to retrieve quotes, working with the comms team to ensure applications and quotations are received from contractors in the Global South.
- Identify advertising platforms and ARA members that can support with advertising procurement call outs to increase accessibility and inclusion.
- Assist in the selection of appropriate suppliers and contractors, to promote good procurement practice with due regard to sustainability, ethical purchasing standards and costing.
- Draft procurement notes and contracts, and ensure sign-off by relevant directors within SSN.
- Monitor contract progress through liaising with Secretariat activity leads and suppliers, and report delays or changes in scope to the Project Manager.
- Lead on contract amendments, Letters of agreement and renewals as and when required, ensuring due diligence and alignment with SSN and FCDO policies.
- Maintain accurate procurement and contract records and report progress and updates to the Project Manager.
- Support with other ARA tasks and activities as and when required.

Finance

- Ensure timely and accurate payments are made according to the contract milestones, checking expense claims and supplier invoices, uploading documents to databases, etc.
- Update monthly ARA spend according to financial reports onto the ARA budget database and provide quarterly financial reports to the donor with the support of the Project Manager.
- Ensure budget forecast is up to date and communicate quarterly forecast spend with the Head of Secretariat and Project Manager.
Skill and Experience Requirements

- A relevant degree or diploma.
- 5 years’ experience, with at least 2 years’ experience in procurement, finance and contract management.
- Interest in climate change and development issues.
- Interest in enabling Southern Leadership, gender equality and social inclusion through equitable procurement processes.
- MS Office proficiency.
- Excellent attention to detail, planning, administration and organisational skills.
- Experience managing contracts.
- Excellent organizational skills and ability to work independently and as part of a team.
- Excellent verbal and written skills in English.
- Knowledge of official UN languages is advantageous.
- Interest in the fields of climate change and development.
- Growth mindset and the desire to enable equitable opportunity for suppliers and contractors from the Global South.

Application process

To apply, please complete the following form: [ARA Senior Procurement and Finance Officer](#).

Applications will close at midnight on 10 May 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.