

TERMS OF REFERENCE

Position Title: CDKN Africa Manager

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

Start Date: As soon as possible/ Immediately

Remuneration: R60 000 – R80 000 (commensurate with experience)

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. In particular 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 and bring good governance to management of donor funds, technical assistance and project management. Being positioned in the Global South affords SSN a deeper understanding of, and connection to, the climate and development challenges facing the region.

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

About CDKN

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.

CDKN focusses 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 helped ensure this knowledge is used and achieves impact.

A third phase of CDKN commenced at the beginning of July 2022 and will run until the end of January 2027. During this phase of implementation significant attention will be given to knowledge brokering in and for the African continent. CDKN covers three priority action areas: Finance for local adaptation action, Gender and social Integration, and Ecosystems-based adaptation.

Role summary

Given the importance and focus on Africa during this current phase of CDKN, the role of the Africa Manager is critical to the programme's successful implementation. The CDKN Africa Manager will contribute to the scoping and design of the CDKN Africa Programme, as well as manage its implementation which encompasses three delivery areas: a regional programme, in-country activities as well as a grant programme. The focal countries for the programme are: Ethiopia, Ghana, Kenya, Namibia and one francophone African country still to be confirmed. The CDKN Africa Manager will report to the CDKN Director: Africa and Regional Programmes and

manage three team members, each responsible for implementation of one of the delivery areas.

Responsibilities will include but not be limited to:

Planning, coordination and management:

- Contribute to the strategic design of the overall CDKN Africa programme in partnership with the CDKN Director: Africa and Regional Programmes, and the in-country engagement leads.
- Deliver the CDKN Africa work programme.
- Provide input into the scoping, design and delivery of country-level processes/projects.
- Provide input on the development of core strategic and planning outputs related to country level engagement, with support and inputs from the wider project team.
- Ensure the integration of knowledge and learning from Africa in the three priority action areas into the global programme, and vice versa (integrating knowledge and learning from the global priority action areas into the Africa programme).
- Manage the effective and efficient implementation of the Africa budget including spend and forecasting, in partnership with the CDKN Project Coordinator.
- Ensure the Africa Programme works towards the achievement of CDKN outcomes and objectives as agreed in the CDKN Theory of Change and Key Performance Indicators.
- Lead on operationalising risk management and quality control mechanisms for the Africa programme, including the necessary programme and project risk registers and project review groups.
- Be aware of activities across the CDKN programme including the CDKN sister projects: CDKN GLOW and CDKN Justice in a Changing Climate, and the Latin America and Asia programmes.
- Coordinate, prepare and deliver the CDKN Africa reports.
- Input and management of the Africa CDKN MEL Programme including writing up case studies and engagement stories.
- With the CDKN Directors and other regional managers, monitor the progress and impact of the project to guide future interventions and reprogramming to embed adaptive management into the project.
- Manage the Africa implementation team.
- Engage with and support the CDKN Director: Africa and Regional Programmes, and the CDKN Director: Knowledge and Global to ensure alignment across programme, support peer learning and knowledge brokering outcomes.
- Provide input to relevant key products and events together with the Global Knowledge Brokering Team.

Engagement:

- Represent and share outputs and messages from the CDKN Africa Programme in national, regional and international events.
- Work closely with the CDKN Knowledge Management and Communications team to identify key opportunities for outreach and engagement for the Africa Programme.
- Develop and maintain relationships with key climate and development actors in selected deep engagement countries as well as in the continent at large.

Competence and personal qualities

- Tertiary qualification in a relevant field such as social science (including development, geography, sociology political science or economics), or natural science (including biology, environmental science or geography).
- 7-10 years' work experience in the climate change and/ or development sector with at least 4 years' experience managing projects and/ or programmes on the African continent.
- French language skills.

- Strong track record in project management the successful delivery of projects.
- Demonstrated ability to work in multicultural settings.
- Strong networking skills.
- An understanding of African climate and development landscape and the key actors involved.
- Willingness to travel within Africa and internationally.

Application process

To apply, please complete the following [application form](#).

Applications will close at midnight on the 9 September 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.