

## TERMS OF REFERENCE

**Position Title:** Events Assistant

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

**Practice Area or Hub:** Climate and Development Implementation

**Remuneration:** R22 000 – R25 000 per month

**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](http://www.southsouthnorth.org).

### About CDKN

CDKN is a global Southern-led programme founded in 2010. The programme is managed by [SouthSouthNorth](http://www.southsouthnorth.org), and implemented in partnership with [Fundación Futuro Latinoamericano](http://www.fundacionfuturo.org) and [ICLEI South Asia](http://www.iclei.org). A new [five-year phase](#) (2022-2027) is focusing on accelerating equitable, financed and ecosystem-based action on climate change that is locally-led and strengthens the voice and climate leadership of disadvantaged groups at the community level. Read more about our [previous phase](#) from 2018-2021. CDKN's current phase is co-funded by the Ministry of Foreign Affairs of the Netherlands and Canada's International Development Research Centre (IDRC) through the [Step Change](#) Initiative, a Canada-Netherlands partnership to drive equitable and inclusive locally-led adaptation.

## **Role summary**

Reporting to CDKN's Youth Engagement and Events Manager, the Events Assistant will be responsible for supporting the successful implementation of CDKN global and African events. The Events Assistant will also be required to assist and perform tasks related to event planning and execution. Additionally, the Events Assistant will be required to support all virtual events and meetings. This role is suited for a motivated individual who is passionate about creating and managing successful events, has an eye for detail and thrives working in a fast-paced environment.

## **Roles and Responsibilities**

- Liaise with members of the CDKN team to determine logistical support needed for internal and external events.
- Support on event coordination, including logistics, venue selection, vendor management and procurement.
- Organise travel arrangements for event attendees, including flight bookings, accommodation, airport transfers, and travel insurance.
- Support all travel and event-related logistics via the Wrike platform.
- Lead on all participant communication:
  - Create detailed logistics notes for attendees.
  - Coordinate site visits, team dinners, and other event-specific activities.
  - Arrange necessary promotional materials, printing, and procurement of event-related items like interpretation and translation.
- Support on arranging all virtual meetings, webinars and keeping up to date with new technologies and practices for hybrid and online events.
- Consistently improve event quality and services for the programme while and ensuring inclusivity in all events.
- Support with organising display stands and printed materials for global and regional events.
- Update CDKN's events tracker on a weekly basis by searching for global events online and communicating with teams to make sure the tracker is up-to-date.
- Maintain all events mailboxes.

## **Monitoring**

- Collect all events-related data for the CDKN MEL centre, including using social media, etc.
- Assist with the completion of MEL Activity/Event logs as required.

## **Design, photography and video**

- Photograph and record simple video clips for CDKN where necessary.
- Save photos/video clips in CDKN's folders with captions and credit, resizing or enhancing them where necessary.
- Prepare PowerPoint presentations and simple graphics, where necessary.

## **Skills Required**

- Fluent in English, both spoken and written.
- Familiarity with aspects of event coordination, including logistics, venue selection, vendor management, and scheduling or similar transferable experience.
- Ability to manage multiple tasks simultaneously in an efficient and organised way while maintaining attention to detail.
- Ability to create and follow detailed schedules and plans.
- Experience in effective interpersonal skills and managing various stakeholder relationships.
- Familiarity with digital tools for virtual or hybrid event setup (beneficial).
- Resilience under pressure and ability to manage stress effectively.
- Ability and desire to take initiative and innovate to improve the efficiency of systems and the success of events.
- Availability and willingness to travel locally and internationally, as required.
- An understanding of or willingness to learn about the climate change space is beneficial.

## **Qualifications and Experience**

Any or all of the following:

- 1-2 years of experience in a similar role, demonstrating a track record of successful event coordination.
- Relevant degree or diploma.
- Experience in communication and stakeholder engagement is advantageous.
- Knowledge of French would be an advantage.

## **Application process**

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

Applications will close at midnight on **28 April 2024**. Shortlisted candidates will be contacted within two to three 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 is committed to providing equal opportunities and practicing affirmative action employment relating to race, gender and disability.

SSN reserves the right not to make an appointment.