

## TERMS OF REFERENCE

**Position Title:** Communications Manager

**Name of Project:** The Climate Adaptation and Resilience (CLARE): Research for Impact (R4I) Hub

**Salary:** R35 000 - R40 000 (commensurate with experience)

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

### About CLARE R4I Hub

The [Climate Adaptation and Resilience \(CLARE\)](#) programme is a £110m, UK-Canada framework research programme on Climate Adaptation and Resilience, aiming to enable socially inclusive and sustainable action to build resilience to climate change and natural hazards in Africa and Asia-Pacific. CLARE is a joint initiative co-designed and funded by the United Kingdom's Foreign, Commonwealth and Development Office (FCDO) and Canada's International Development Research Centre (IDRC). The UK is the majority funder of the initiative, providing 85% of the 'CLARE Research' funding and funding CLARE Services and Partnerships. Canada provides 15% match-funding towards CLARE Research and is its main delivery partner. Both organisations work closely to set the strategic and technical directions of the initiative.

CLARE places significant emphasis on getting knowledge and evidence into use. CLARE is an action-orientated research programme, with each project in the CLARE portfolio designed to produce knowledge and actionable adaptation solutions and tools in collaboration with end users, that result in the uptake and use of new policies, approaches, and tools that increase the resilience of vulnerable communities.

The CLARE Research for Impact (R4I) Hub, hosted by SSN supports CLARE project teams to strengthen their research for impact capability through a learning agenda on research for impact and synthesis of lessons. SSN also looks for opportunities to amplify the evidence and knowledge from CLARE in regional and international policy processes.

### **Role Summary**

- The Communications manager will support the R4I hub and the CLARE programme more generally in coordinating cross programme peer learning and packaging activities and outputs to be shared both internally and externally
- The role will involve working with climate adaptation and resilience research to develop communications materials, knowledge products and events to communicate emerging outcomes from the CLARE programme to support the 'amplifying evidence' work package
- This position will be based in Cape Town, South Africa and the successful candidate will be expected to work from the SouthSouthNorth offices at least 2 days per week
- The job holder will report to the R4I Hub Learning Coordinator, while working closely with and receiving additional support from the broader R4I hub and CLARE stakeholders

### **Roles and Responsibilities**

- Identify points of interest and synergies that demonstrate stories of research for impact from CLARE research projects
- Conceptualise and oversee the development of knowledge products from planning and writing through to design and dissemination (including briefs, news stories, infographics, videos and other multimedia outputs) that highlight key approaches and outcomes from the CLARE programme
- Work with the broader R4I hub and liaise with the CLARE management team to identify and deliver on opportunities to amplify key messages from CLARE through international events (e.g. UNFCCC Conference of the Parties) and international publications (e.g. IPCC Seventh Assessment cycle).

- Support the planning of webinars, events, convening workshops, logistics for side events at conferences, supporting online forums and webinars and liaising with interpreters
- Develop communications content for events, webinars and workshops
- Assist in organising, facilitating and communicating outcomes from CLARE peer sharing and working group calls (virtual events are held every 4-6 weeks)
- Manage relevant social media content
- Liaise with SouthSouthNorth's Knowledge Management hub to provide updates and information from CLARE within SSN's internal and external communications
- Contribute to the development of annual donor reports

## **Skills and Experience Requirements**

### **Essential**

- Minimum of 5 years communications or knowledge management experience
- Excellent written and verbal communication skills (in English)
- Excellent computer skills with a focus on Microsoft Word, Excel and PowerPoint
- Skills in design and layout, with working knowledge of Adobe Suite and Canva preferable
- Excellent interpersonal skills and administrative skills
- Excellent attention to detail
- Proactive with an inclination to take on tasks that fall outside skills and experience
- Strong project management skills and the ability to work on multiple projects at the same time, and keep track of multiple ongoing priorities

### **Desirable**

- An understanding of the global and regional climate and development landscape and the key actors involved
- Experience using basic project management software such as Wrike
- Ability to work in French (reading and writing skills primarily)

### **Qualifications**

- A degree related to climate change, international development, or similar
- Additional qualifications in journalism, communications, marketing or design

### **Application process**

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

Applications will close at midnight **25 August 2024**. 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.

Only candidates who are eligible to work in South Africa will be considered for this post and preference will be given to previously disadvantaged individuals.

SSN reserves the right not to make an appointment.