

TERMS OF REFERENCE

Position Title: CDKN Knowledge Translation Officer

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

Start Date: Immediate

Location: Cape Town, South Africa

Salary: R 30 000 – R40 000 (commensurate with experience)

Work arrangement: Hybrid with two days in the Cape Town office per week.

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. 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 bringing 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 is a global Southern-led programme](#) founded in 2010. We work to improve the well-being of the most climate-affected people, including women, girls and marginalised groups, through transformative climate action. The programme is managed by [SouthSouthNorth](#), and implemented in partnership with [Fundación Futuro Latinoamericano \(FFLA\)](#) and [ICLEI South Asia](#). CDKN is co-funded by the Ministry of Foreign Affairs of the Netherlands and Canada's International Development Research Centre (IDRC).

Our current [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 marginalised groups at community level. It is being implemented through [Step Change, a Canada-Netherlands partnership](#) to drive equitable and inclusive locally-led adaptation. Our objectives are to:

- Enhance the **integration of gender equity and social inclusion (GESI)** in policies and practice to achieve climate-resilient development. CDKN's GESI work strengthens the capacity of key actors in our regions and shapes global GESI and climate agendas with lessons from CDKN's experiences.
- Improve access to **appropriate and equitable finance, that enables locally-led adaptation**. CDKN's finance work strengthens the capabilities of local actors to access finance, while engaging stakeholders, processes and funders at all levels to accelerate inclusive finance to the lowest appropriate level.
- Strengthen the **implementation of equitable and locally-appropriate ecosystem-based adaptation** that can address today's interconnected societal challenges and build the resilience of climate-affected

communities. CDKN's EbA work is implemented at the local level, while influencing the global biodiversity conservation agenda and climate change commitments.

CDKN works globally and in Africa, Asia and Latin America. Focal countries are Ethiopia, Ghana, Kenya, Namibia and Senegal in Africa; Bangladesh, India, Nepal and Sri Lanka in Asia; and Colombia, Ecuador and Peru in Latin America. CDKN is also supporting 'Knowledge-into-Action' projects in Benin, Cameroon, Kenya, Mozambique and South Sudan.

CDKN uses a knowledge brokering approach to support climate action. We define this as the process of facilitating change that strengthens relationships, networks and understanding on the climate challenge and its impacts, based on diverse types of knowledge and experience, to advance more evidence-based, inclusive and innovative decision-making and action for climate resilience.

Role summary

A core part of CDKN's knowledge brokering approach involves *translating* climate-related information and knowledge into a variety of formats and languages to ensure it is accessible and usable for key actors in the global South to inform their climate action work (which we define as 'knowledge translation'). We support weaving together diverse forms of knowledge – including local, Indigenous, scientific and practitioner knowledge - to build collective understandings of climate and biodiversity challenges and co-create and apply equitable and locally-owned responses.

This role is pivotal in achieving these objectives. It supports delivering the knowledge translation aspects of the CDKN programme, working closely with the global, Africa, South Asia and Latin America teams (with an emphasis of supporting the Africa and global work). The CDKN Knowledge Translation Officer will coordinate the knowledge production process and work with teams to *tailor and package information into innovative formats relevant to the needs of CDKN's key actors across the three different regions*. These products could include a mix of:

- Publications (e.g. policy briefs, guides, working papers, factsheets and case studies, etc.)
- Multi-media content (e.g. films, video shorts for social media, photo stories, photo voice, infographics, animations, interactive games, etc.)
- Toolkits and training materials (slide packs and facilitation notes, etc.)

The CDKN Knowledge Translation Officer will initially report to the CDKN Programme Director and thereafter the CDKN Knowledge Translation and Outreach Lead and be required to share information and engage with SSN's Knowledge Management and Communications Hub.

Responsibilities

The CDKN Knowledge Translation Officer's responsibilities will include but not be limited to:

Planning and coordinating

- Updating and managing the knowledge product pipeline to track publications and other outputs to ensure efficient and effective production processes according to deadlines.
- Setting up and managing other knowledge translation related systems and tools to manage knowledge translation effectively.

- Helping to scope and advising the team and partners/grantees on ideas for new knowledge products in a variety of formats, agreeing on applicable templates, formats and branding.
- Maintaining and growing contacts with designers, editors, filmmakers, illustrators, etc., while managing existing relationships.
- Keeping up with trends in the fast-moving knowledge translation arena, including the use of AI.

Branding, style and photo guidelines and quality assurance

- Helping to ensure CDKN's brand guidelines are adhered to for all knowledge products, as per donor contractual requirements. This includes regularly reminding CDKN staff and grantees/partners of the guidelines so that they are familiar with them.
- Ensuring CDKN's style and photo guidelines are applied consistently and taking products through the required quality assurance and sign off processes, after the necessary technical reviews have been done, to ensure adherence to CDKN's editorial standards.
- Working with teams to ensure compliance with ethical protocols relevant to knowledge translation, including the use of appropriate images and correct attribution of content.

Publications and programme materials

- Taking writers through the process of developing the publication, including familiarising them with the CDKN style, brand guidelines and quality assurance and publication process.
- Editing publications and checking editing and proofreading by outsourced editors and proofreaders to ensure the structure, language and style is highly accessible to non-specialist audiences and in line with the CDKN style guide.
- Helping to prepare publication for layout and design, managing outsourced editors to undertake final copy editing and proof-reading.
- Familiarising and reminding the CDKN team and partners / grantees of the CDKN publication templates, sharing documents and examples as required.
- Managing outsourced designers to produce new CDKN publication templates from time to time.
- Where needed, writing and/or editing CDKN programme materials, such as brochures, slide decks, and work with external designers to produce high quality, accessible content

Multimedia products

- Working with CDKN team members as well as external suppliers (e.g. videographers, animators, podcasters, graphic artists, artists, etc) to develop audience-relevant and highly engaging multimedia products.
- Helping to scope ideas for new and innovative multimedia products and advise on formats.

Website content

- Editing and proofreading website content of feature articles, news updates and project descriptions, etc. coordinating as needed with the CDKN team and partners/grantees to finalise these.
- With the Communications Officer, compiling a monthly external newsletter that shares key CDKN website articles and updates.

Monitoring, evaluation and learning

- Contributing to our learning on knowledge brokering in terms of the knowledge translation process to support CDKN to continuously adapt our knowledge brokering approach.
- Contributing to monitoring, evaluation and learning processes related to knowledge translation and CDKN donor reporting when needed.

Experience, skills and competencies

Essential

- Sound knowledge of climate change and development issues.
- Top notch writing and editing skills in English and impeccable attention to detail.
- A strong interest in knowledge translation.
- The ability to interpret complex climate and development issues/technical information/science into effective messages that engage diverse audiences.
- The ability to work under pressure with complex schedules and multiple competing tasks and demands and changing circumstances.
- Excellent organisational skills and the ability to work systematically and establish and meet deadlines.
- The ability to work with diverse and multinational teams.
- Self-starter with a self-disciplined work ethic, helpful attitude and willingness to receive and integrate feedback.
- MS Office and willingness to learn website content management systems.

Desirable

- A good sense of design and how to make knowledge products attractive and accessible through design.
- An interest in new and innovative knowledge translation trends, especially in the climate change arena.
- Some background in producing short films and videos (e.g. scripting and supporting the production process) and other multimedia products.
- French/Spanish/Portuguese/Swahili language skills.

Qualifications

Advanced degree in a field related to environmental sciences, climate change, international development and/or climate/science communication.

Application process

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

Applications will close at midnight (SAST) on **26 May 2025**. Shortlisted candidates will be contacted within two weeks of the closing date. If you are not contacted within this 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. SSN reserves the right not to make an appointment.

The candidate will be required to complete a test at first interview stage.