

## TERMS OF REFERENCE

**Position Title:** Junior Project Manager

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

**Salary:** R23 000-R30 000 (commensurate with experience)

**Duration:** One year, with potential for a further year.

**Start date:** 16 June 2025

**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 the 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.

The main focus of SSN's role is to build synergies with a cohort of in-country knowledge brokers to identify the adaptation knowledge needs of decision-makers in Africa and Asia that can be addressed through the translation of existing research into practical applications. These opportunities are funded through the CLARE R4I Opportunities Fund which is managed by the R4I Hub.

## **Role Summary**

- The Junior Project Manager will support the R4I Opportunities Fund Manager and Knowledge Brokering Coordinator in CLARE R4I Opportunities Fund programme delivery.
- The role will involve administrative responsibilities, as well as engaging with a range of stakeholders and decision-makers across Africa and Asia, and *ad hoc* research related to the scoping of opportunities to be taken forward through the R4I Opportunities Fund.
- 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 Opportunities Fund Manager, while working closely with and receiving additional support from the Knowledge Brokering Coordinator.

## **Roles and Responsibilities**

- **Project Administration, Procurement and Contracting:**
  - Assist with procurement, contracting, and contract management processes
  - Liaise with various partners/subcontractors for planning and coordination of work across Africa and Asia
  - Support the maintenance of the R4I Opportunities Fund work plan on Wrike (Project Management Software system)
  - Support the procurement of experts, manage the Roster of Experts and institutions, track all contracts' progress in a Tracker for the funders, and compilation of evidence and documentation for annual reporting
  - Support the travel processes for the CLARE team and contractors.
  - Initiate and track post-project surveys and responses and compile post-project reporting (including Monitoring and Evaluation, knowledge brokering services tracking, and milestone frameworks).
- **Budgeting and Operations:**

- Support with basic operational and financial management tasks, including submitting payment requests, reviewing monthly expense logs, and liaising with the financial hubs for reconciliations.
- Support the R4I Opportunities Fund Manager and Knowledge Brokering Coordinator with basic budget forecasts and tracking deliverables.
- **Knowledge Management and Communications:**
  - Contribute to documenting internal and external learning
  - Write and send emails to various stakeholders and experts from the Roster of Experts on behalf of the project team and partners to ensure coherent communications for the project.
  - Contribute to the drafting of Opportunities Fund-related content for the SSN newsletter
  - Coordinate with the Editor for the CLARE webpage to identify and support the drafting of Opportunities Fund-related content
- **Research and analysis:**
  - *Ad hoc* desktop research to assist with identifying useful research for specific Opportunities.
- **Logistics and Event Planning:**
  - In liaison with the R4I Opportunities Fund Manager and Knowledge Brokering Coordinator, support the planning of webinars, events, convening workshops, logistics for side events at conferences, supporting online forums and webinars; sourcing quotes, and liaising with interpreters.
- **Reporting:**
  - Support the R4I Opportunities Fund Manager and Knowledge Brokering Coordinator to develop and deliver on various reports, including annual donor reports.

## **Skills and Experience Requirements**

### **Essential**

- Minimum of 3 years project management experience.
- Excellent administrative skills.
- Excellent written and verbal communication skills (in English)
- Excellent computer skills with a focus on Microsoft Word, Excel and PowerPoint
- Excellent interpersonal skills and administrative skills
- Excellent attention to detail, a positive attitude and a willingness to learn by doing
- Proactive with an inclination to take on tasks that fall outside skills and experience
- Excellent ability to work on multiple projects at the same time, and keep track of multiple ongoing priorities
- Good numerical proficiency, finance and project management skills or inclination to learn
- Strong analytical and critical thinking skills

### **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

**Qualifications**

- A degree related to climate change, international development, or similar
- Additional qualifications in project management is desirable

**Application process**

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

Applications will close at **midnight (SAST) on 16 May 2025**. 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.