

## Terms of Reference

**Position Title:** Programme Manager

**Programme/Hub:** Adaptation Research Alliance (ARA)

**Salary:** R55 000- R65 000 per month (Commensurate with experience)

**Duration:** January 2024 – April 2025 (with the possibility of extension)

**Location:** Position will be based in Cape Town, South Africa (**Only candidates who are eligible to work in South Africa will be considered for this post**)

### 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 ARA

The Adaptation Research Alliance (ARA) is a global collaborative effort to catalyse increased investment and capacity for action-orientated research that supports effective adaptation to climate change – primarily in developing countries – at the scale and urgency demanded by the science. The ARA aims to promote evidence-based solutions that best serve those most vulnerable to climate change. This requires an agile ecosystem of action research, with alignment among all influential actors in this nexus: action funders, research funders, policymakers, beneficiaries on the frontlines of climate change, researchers and intermediaries.

Through targeted advocacy, creative cooperation and scaled resource delivery, the Alliance will ensure that the most pressing knowledge needs for adaptation and resilience actions are

Tel: +27 21 447 0211 | Fax: +27 21 447 3198 | Email: [info@southsouthnorth.org](mailto:info@southsouthnorth.org) | [www.southsouthnorth.org](http://www.southsouthnorth.org)

**Physical Address:** 55 Salt River Road, Salt River, Cape Town 7925, South Africa

**Postal:** P.O. Box 12842, Mill Street, Gardens, Cape Town 8010, South Africa

effectively addressed, and that measurable progress and evidence of the effectiveness of past and ongoing adaptation interventions are at hand. This includes accelerated and scaled investment in developing countries for action-oriented and user-centred research, in ways that build long-term institutional and human capacity, and help transform the research process, ensuring high quality research that has wider ownership and greater practical impact.

More details of the ARA are available at: [www.adaptationresearchalliance.org](http://www.adaptationresearchalliance.org)

## **Role summary**

This Terms of Reference outlines the role identified for a Programme manager to support the overall ARA programme delivery with a focus on project management and coordination across ARA Secretariat activities. The role will also require the Senior Project Manager to plan, implement and track ARA activities against the approved ARA budget and log frame, and support the Head of Secretariat to plan, organise and oversee the smooth running of ARA activities to implement the ARA strategy.

## **Roles and Responsibilities**

Roles and responsibilities of the Programme Manager will include:

### Leadership and Strategy (25%)

- Ensure appropriate application of SSN policies and processes and identify and implement strategies and tools to enhance the coordination, knowledge management and internal communication of the Secretariat and other ARA Governing bodies.
- Work alongside the ARA Head of Secretariat and SSN Programme Lead to plan, organise and oversee the smooth running of ARA activities to implement the ARA strategy.

### Management and Coordination (35%)

- Oversee overall programme management activities including time, cost, quality, scope, benefits and risk of ARA activities, and ensure compliance with funder requirements, including reporting.
- Oversee quality management and support needs to enable activities to be completed to a high standard. Manage contracts with ARA funders as and when necessary, and communicate updates, risks and progress to the Head of Secretariat/ Programme Lead.
- Line-manage, mentor and supervise Junior Staff members when necessary.

### Budget and Financial Management (30%)

- Lead on budget management, maintenance and monitoring for the portfolio of the ARAs activities.
- Implement budget changes and forecast decisions made by the Head of Secretariat /Programme Lead.

- Monitor the Secretariat financial health of the ARA budget on a quarterly basis, highlight risks to the Programme Lead and Head of Secretariat.

#### Technical input and facilitation (10%)

- Lead or collaborate on knowledge products, supporting the development of Knowledge generation activities.
- Lead the design and facilitation of working group meetings, webinars and events as necessary.

## Competence and personal qualities

### Essential

- Minimum of 7 years' experience of strong project management skills, ensuring programme delivery and overseeing programme/contract finances
- Experience leading the management of multi-million GBP (or EUR, USD) budgets for large international donors and funders.
- Team player, self-motivated, ability to work with little supervision
- Excellent verbal and written skills in English.
- MS Office proficiency, particularly Excel.
- Excellent attention to detail, and planning, administration and organisational skills.

### Desirable

- An understanding of the global and regional climate and development landscape and the key actors involved.
- Experience of managing a network of relationships and coordination of stakeholders, ideally within in the climate adaptation space.
- Experience with Wrike project management software.
- Available to travel internationally if required.
- Ability to speak additional languages, in particular French and Spanish.

### Qualifications

Relevant tertiary qualifications relevant to the programme - and demonstrated project management abilities. A Masters will be advantageous.

### Application process

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

Applications will close at midnight on **14 January 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.