



Climate and Development Knowledge Network

Position Title: Programme Coordinator and Project Manager, specialising in the UNFCCC international climate change processes and negotiations

Location: Cape Town, South Africa

Salary: R27,000 – R33,000 per month, negotiable based upon experience

Closing date for applications: 13th May 2011

About the CKDN

The Climate and Development Knowledge Network (CDKN) is an initiative designed to support developing countries in tackling the challenges posed by climate change. We operate at the interface of climate and development, and science and policy-making to support climate compatible development. We provide demand-led research, technical assistance, knowledge products on climate change and development to support policy processes. Our African programme is hosted by SouthSouthNorth, based in Cape Town, South Africa. We are now moving into Year 2 of our 5 year programme and are seeking to grow our team in Africa.

About the position: Roles and Responsibilities

We are seeking to fill a vacancy that has two main elements: 1) programme coordination across the CDKN's Africa portfolio, including our technical assistance, research and knowledge management projects and 2) management of projects which provide technical and legal support and capacity building to African negotiators in the UNFCCC processes. The time balance of the two roles will be approximately equal, but will remain flexible as the programme develops.

Programme Coordination

- Programme level planning and budgeting of the CDKN's Africa operation (approximately 25-30 projects with a total annual budget of £3-4million)
- Monitoring and reporting of programme progress against budget and plans, in coordination with project managers
- Acting as the focal point for communications with the CDKN's Africa team:
 - Internally, for example in dissemination of information from the London management team, input into the development of new systems and processes.
 - Externally, for example responding to enquires from potential service recipients and suppliers.
- Building the CDKN's external profile within Africa through representing the CDKN at relevant conferences and events, and engaging with a wide range of stakeholders

Project Management, specialising in the climate change advocacy and international negotiations

- Project manage our climate change advocacy and negotiation support projects in Africa, including:
 - **Pre-project:** identifying project opportunities, scoping projects with service recipients (typically African negotiation teams)
 - **Procurement:** identifying and selecting service providers, developing Terms of Reference
 - **Project implementation:** overseeing project delivery, reporting on progress and ensuring efficient
- Daily team-working and collaboration with the Africa and London offices

Skills and Experience

Essential

- At least 5 years relevant work experience in the environmental, climate change or social and economic development fields. Strong understanding of the linkages between climate change and development

- Significant experience of the UNFCCC's negotiation processes or country level delegation activities
- Strong programme and project management skills gained through the management of medium sized projects and budgets
- Demonstrated ability to establish and maintain working relations with a range of high-level stakeholders in Africa including Governments, donors, public sector organizations and private sector organizations
- Excellent English oral and written communication skills.
- Willing to undertake travel related to the project

Highly Desirable

- Experience working with international organizations including UN agencies, multilateral organizations and bilateral donors
- Experience of capacity building with African Governments and civil society
- French and/or Portuguese oral and written communication skills

Qualifications

- At least a post graduate Qualification (or equivalent experience) in either a social science field, including international development, politics and economics, or a natural science field, including biology, environmental science or geography,

To apply, send your CV and covering letter to karen.morris@cdkn.org. We will contact shortlisted candidates within 3 weeks of the closing date. If you are not contacted within this time please consider your application unsuccessful.

For further information, please visit www.cdkn.org or contact Carl Wesselink at carl.wesselink@cdkn.org.