

Project and Knowledge Manager - Full or Part-Time Role

What if you could direct your passion to drive positive change towards a fair and equitable, low-carbon, climate-resilient society?

What if you could access levers to influence significant role players and the policies and structures that are shaping decarbonisation, the energy transition and inequality in the Global South?

What if you could do this in a young, dynamic, Global South think-tank with room to grow and shape the organisation?

The Role:

As a central part of the organisation, you will play a key, cross-cutting role in delivering projects, building the organisation and generally supporting the team. You will be instrumental in managing operations, facilitating project delivery and enhancing dissemination and impacts. This role combines project management, knowledge management, communication, and operational support.

Southern Transitions is focused on real-world problems and possibilities. This means our team draws on multiple disciplines, processes and tools. We all contribute to the different work programmes, demanding a good general understanding of how different economic, social and environmental systems connect in just transitions. As part of this team, we would expect you to work in the same way, often collaborating with technical specialists, and acquire a good generalist toolkit, inclusive of more focused expertise where appropriate.

At this start-up stage, we are "all hands on deck". You will support daily operations (finance, contracts, recruitment, HR, partnerships and administration), but as the organisation matures, your role will be more technical and strategic.

We are seeking strong project and knowledge management experience and expertise, as well as solid communication skills, and a drive to make an impact by working closely with partners to shape and meet their specific needs.

The role will evolve over time, as Southern Transitions grows. You will have the space to shape your role, building on areas such as:

- **Project management:** leading high-grade project planning and execution, monitoring and evaluation (in line with various funder and partner requirements), ensuring impeccable time management and collaborative excellence
- **Organisational development:** helping build an organisation that is geared to realise our vision and mission, encompassing capacity, systems and processes to deliver our strategy; proactively contributing to the culture of the

organisation, including leadership on our commitment to diversity, equity, and inclusion.

- ❑ **Operations management:** helping build and implement organisational systems (finance, HR, governance, stakeholder management) and contributing to ensuring the organisation's good reputation, institutional strength and resilience and the well-being of staff
- ❑ **Knowledge management and dissemination:** developing knowledge management systems to support all work programmes, and facilitate the delivery of impactful written and verbal outputs and processes (e.g. workshops and strategy development)
- ❑ **Network management:** managing our network of associates, partner organisations and consultants, as well as other stakeholders, with the support of the team
- ❑ **Fundraising:** promoting projects (business development) but also driving impact through ongoing work with funders, partners and beneficiaries of our work
- ❑ **Climate action and implementation:** fostering the operationalisation of Southern Transitions' 'think and do tank' work

Why Southern Transitions:

As above

About Southern Transitions

As above

The ideal candidate:

- ❑ Experience managing long-term projects or programme delivery, including workplan, budgeting, communication and event organisation.
- ❑ Excellent people skills, and experience working with small teams in a way that supports staff development and contributes positively to organisational culture.
- ❑ Strong problem-solving aptitude.
- ❑ A collaborative mindset and a proven ability to work effectively with diverse stakeholders.
- ❑ Demonstrated interest and understanding in areas of sustainable development, such as climate change, energy and just transitions, green industrialisation, inequality and development, international trade and investment, and sustainable finance, particularly relevant to the Global South.
- ❑ Thrive in a remote work environment and within a global, multinational team

- ❑ Based in / from the Global South (Preference will be given to candidates within +/-3 hours of Central African Time (GMT+2))
- ❑ Fluent in English, with Portuguese, Spanish, French, Arabic or Mandarin as a plus;
- ❑ Able to translate complex and complicated technical information into compelling narratives
- ❑ 2 – 5 years of directly relevant experience;
- ❑ Bachelor's degree or higher. Preference will be given to multi-disciplinary degrees, interesting combinations or degrees directly relevant to climate change (environmental and other sciences, development economics, political science, environmental engineering, geography, anthropology, etc)
- ❑ People currently studying towards a Master's degree are particularly encouraged to apply.
- ❑ Confident command of Microsoft 365 (We also use other tools, such as Mendeley, but these can be easily learnt!)

Soft Skills Required:

- ❑ Organised and structured, with the ability to track delivery across multiple projects and timeframes
- ❑ Thrive in a start-up, largely decentralised (remote) and fast-paced, changing environment
- ❑ Ability to multi-task, work remotely and be self-driven
- ❑ Flexibility and adaptability to move between tasks, shifting deadlines & responsibilities
- ❑ Outcomes focused

Southern Transitions acknowledges that remote work is not appropriate for all candidates and kindly requests that candidates consider this opportunity and how it aligns with their personal preferences and nature. For the right candidate, this role can expand and expose them to career-moulding opportunities, networks and projects. As such, candidates from a variety of backgrounds will be considered.

Note: Southern Transitions is growing but doing so carefully, to ensure we build the right team. Until a dedicated administrative staff member is recruited, this role will need to assume and implement some administrative tasks.

Starting date: ASAP

Type: Full-time or part-time (50% minimum)

