



## RCC East and Southern Africa

*Collaboration for Climate Action*

### TERMS OF REFERENCE Project Assistant

Deadline for application	Expected date for entry on duty	Duration of appointment	Duty Station
10 <sup>th</sup> March 2024	As soon as possible	Up to 30 November 2024	Uganda, Kampala

The **UN Climate Change Regional Collaboration Centre for East and Southern Africa - RCC EAS Africa** – was established in 2013 by UN Climate Change (UNFCCC) and the East Africa Development Bank (EADB) to provide hands-on support to governments, NGOs, and the private sector in Eastern and Southern African countries including Angola, Botswana, Eritrea, Eswatini, Ethiopia, Kenya, Lesotho, Malawi, Mauritius, Mozambique, Namibia, Rwanda, Seychelles, South Africa, South Sudan, Tanzania, Uganda, Zambia and Zimbabwe.

RCC EAS Africa is running a project to support Gender National Focal Points with the following components:

1: Supporting women participation and promoting Gender Transformative (GTA), Rights Based Approaches (RBA) to effective gender integration

- (a) An online training for negotiators, with specific focus on GTA and RBA.
- (b) Three in-person regional networking and knowledge sharing events.
- (c) Providing countries with technical backstopping to integrate gender equality in national position papers or key national climate change plans.

2: Strengthening the evidence base for under representation and its implications and solutions.

- (a) Preparation of a synthesis report on women participation in climate governance, root causes of under representation and challenges to realizing potential as agents of change.
- (b) Analysis report on gender integration and sustainable development outcomes on resilience.

#### Task Description

The incumbent is required to provide support in the planning, execution, monitoring and control of the project. Main responsibilities include participating in project meetings and taking notes, assisting in tracking project progress; assisting in timelines and project preparation; assisting

in coordinating and scheduling of project workshops, communicating with an online training consultancy and participants on organizing an online training.

Under the overall guidance of the RCC Regional Lead and direct supervision of the Expert responsible for the Project delivery, the incumbent will undertake the following key responsibilities and duties:

- Contributes towards the development of concept notes and agendas for workshops.
- Tracks the progress of projects using appropriate project management tools and techniques.
- Helps prepare budget proposals for workshops, assists in monitoring budget expenditure and revisions and provides status of project funds burn.
- Assists in the collection, compilation and analysis of data relative to the projects.
- Participates in project teams meetings, as well as provides necessary updates and support meetings
- Assists in the coordination/ organisation of the designed training, workshops, webinars
- Provides assistance in the maintenance of financial records on the utilisation of funds under the projects.
- Provides support in the execution of activities for and in monitoring the execution of project work plans and ensures that project activities are properly and realistically scheduled, monitored and reported.
- Assists in planning the travel and participation of delegates to workshops
- Provides support in developing monitoring and evaluation reports and studies which will identify very early, slippages and reasons for same.
- Assists in drafting reports and other project related documentation.
- Performs other related duties as required.

### **What are we looking for**

Skills and experience in:

- Administration, monitoring and reporting on implementation of activities
- Operations, portfolio, programme and project management in an international environment.
- Experience of coordinating and consolidating input from multi stakeholders pertaining to mandated work plans, agreements, financial disbursement and reporting modalities.

Requirements

Education and experience

Required degree level: Bachelor's degree or equivalent training in Administration

Minimum experience: 3 years work experience in:

- Administrating, monitoring and reporting on implementation of activities
- Operations, portfolio, programme and project management
- Experience of coordinating and consolidating input from multi stakeholders
- Good understanding of preparing financial reports and budget documents

- Organizing and preparing workshops

An understanding of Climate Change issues would be an asset

**How to apply:**

Candidates whose qualifications and experience match what we are looking for should send their resume and cover letter to the Regional Lead, RCC EAS Africa, via email at [rcceasafrica@unfccc.int](mailto:rcceasafrica@unfccc.int) by 10<sup>th</sup> March 2024. Please indicate “Project Assistant – Gender Project” in your email subject.

**Please note:**

1. Both women and men are highly encouraged to apply.
2. Only candidates under serious consideration will be contacted for an interview and receive notice of the outcome of the selection process.
3. The position is based in Kampala. Applicants who are not based in Uganda will bear their own relocation costs.