### AFRICA TEAM ADMINISTRATOR

#### The Role at a Glance

<table>
<thead>
<tr>
<th>The role</th>
<th>The Africa Team Administrator, will provide support specific to network administration, stakeholder engagement and campaigning products and activities.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contract type</td>
<td>Independent contractor</td>
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<tr>
<td>Contract duration</td>
<td>12 months</td>
</tr>
<tr>
<td>Remuneration level</td>
<td>In line with market rates, and depending on experience and location. The remuneration is inclusive of pension, annual leave and all benefits</td>
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<tr>
<td>Start date</td>
<td>As soon as possible thereafter</td>
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<tr>
<td>Location</td>
<td>Flexible. We are a global team, so the role may require some travel</td>
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<tr>
<td>Annual leave</td>
<td>6 weeks unpaid leave</td>
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<tr>
<td>Reporting to</td>
<td>Africa Engagement Lead</td>
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<tr>
<td>Other</td>
<td></td>
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</table>
| | ● The candidate is expected to work from home, with occasional travel as and when requested.  
| | ● In some locations, a collaborative office space may be available.  
| | ● The candidate is expected to provide and maintain their own ICT and work tools.  
| | ● Out of town travel and other work related expenses will be reimbursed in line with the travel and expense policy |
| Recruitment process | Submit your CV and brief cover letter (no more than one A4 page) to opportunities@climatechampions.team  
| | Please mention ‘HLC Africa Team Administrator’ in the subject of your email.  
| | Deadline for applications is Thursday 24 March. |
The Climate Champions Team

Background

The Climate Champions Team provides support to the UNFCCC High Level Climate Champions to deliver on the mandate from Parties: to drive climate action and enhance ambition by non-state actors. Working with the Marrakech Partnership and other partners, we mobilise businesses, investors, cities, regions and civil society and act as a bridge between non-state actors and national governments to reach the goals of the Paris Agreement. At COP26, the two serving High Level Climate Champions launched a five year plan to deliver on the mandate from Parties. It sets out objectives and details of the tools employed to achieve them, across six key functions for the work of the Climate Champions Team for the period 2021 - 2025.

The global team is resourced to support the major campaigns Race to Resilience, Race to Zero and Glasgow Finance Alliance for Net Zero (GFANZ), as well as sector-focused systems transformation using the Climate Action Pathways, 2030 Breakthroughs and the Resilience Transformations.

Role Overview

You will get a chance to support what is arguably one of the most important initiatives in the world today - acting on climate change - and to enable our growing team to drive transformational change for a better future for tomorrow. It is a demanding but highly developmental role, which will suit you if you are highly organised, happy to work from home and enjoy working in a fast paced international team. You will ideally be based in western or eastern Africa where the HLC team is seeking to build engagement.

We are highly encouraging young African professionals based in Africa just starting their careers to apply for this entry level position.

Your primary responsibilities will include:

1. Provide support specific to network administration, stakeholder engagement and campaigning products and activities.
2. Help convene the Africa team moments including internal team meetings, and external convenings such as the Africa Climate Week, Africa Youth Conference on Climate Change
3. Diarising and setting up calls, circulating agendas to participants, and ensuring, for high impact meetings/events, that there is accurate, efficient communication of the event and handling of invited participants.

4. Prepare communications, such as memos, emails, invoices, reports and other correspondence

5. Assist members of the Africa team in diarising, scheduling and organising calls with our partners and/or colleagues

6. Continually update the Google Drive

7. Act as a source of documents on request from staff across the HLC team

8. Constantly scanning, updating and organising the Africa schedule of events leading up to COP 26

9. Creating and maintaining contact databases of a wide variety of different stakeholder groups in an organised and filed spreadsheets format. Assistance with preparing high quality visually impactful and branded invitations or presentations on particular campaign themes. E.g. good visuals on powerpoint.

10. Supporting and driving development of external briefings

11. Help manage partnership with partner organisations and doing outreach to organisations

12. Support Africa team in preparation briefings for the HLCs

13. Support Africa team members working on the regional sector priorities meet their deliverables

About you

You will be a highly motivated self-starter, willing to work across different time zones and cultures in a high-profile, fast-paced environment.

The following requirements are essential:

- At least 2 years experience working for a company/NGO/UN/other institution in a similar role.
- Fluency in written and verbal English is essential, plus one other international language (Arabic, French) an advantage.
- Excellent writing and synthesising skills - the HLC team doesn't produce long wordy documents but works on very short, concise briefings.
- Proficiency in using G Suite services - Google docs, slides, google drive and calendar, as well as MS Office including powerpoint.
- Highly organised approach to their own work as well as that of the team
The Climate Champions Team

- Able to work virtually and independently as part of a global team

Core Values

- **Unite behind the science:** we commit to make the changes scientists tell us are needed.
- **Build upon the incredible work to date:** we will cross-fertilize and amplify the work of the many heroes who have already committed so much to addressing climate change.
- **Take into account different ideas and perspectives:** we're willing to be challenged and to challenge, we look for the best in people and the best, most sound and most credible ideas, wherever they come from.
- **Practice stubborn optimism:** we recognize the scale of the problem, combined with an absolute determination to build our way out.
- **Seek progress not perfection:** all of us can be criticized and many of those best able to advance this issue are currently the biggest causes of it. We can't allow cynical greenwashing, but all who are serious about tackling climate change positively will be welcomed.
- **Be humble and generous:** we keep our egos in check and work together for the good of the whole

Code of Conduct

As a member of the Climate Champions Team you are required to adhere to the highest standards of conduct and behaviour, protecting the integrity of the mandate from Parties, the UNFCCC process, the UNFCCC institution and the COP presidency. Shortly after joining, there will be a number of mandatory induction meetings to ensure you have the information and tools needed to work to the highest standards.

Contract information

The Climate Champions Team is a programme of work under the not for profit administrative host body Rockefeller Philanthropy Advisors (RPA). The contract for this role will be drafted within the Climate Champions Team and signed by the post holder and a senior representative of RPA. Find out more about RPA here.