

Job Description

Job title	Analyst - South Africa Cities	Location	Johannesburg, South Africa
Department	Programmes	Length of contract	2 years
Role type	National	Reporting to	Country Lead - South Africa
Travel involved	Some national and international travel may be required	Direct reports	N/A

Who we are

Clean Air Fund is a philanthropic initiative that works around the world with governments, funders, businesses, and campaigners to deliver clean air for all as fast as possible.

We all need clean air. Yet 9 out of 10 people breathe harmful, dirty air, making air pollution one of our biggest health threats. Over 7 million people die every year as a result of air pollution – more than twice as many as from malaria, tuberculosis and HIV/AIDS combined. The poorest communities, living in the most congested areas, are hit the hardest. Babies, children and older people suffer most.

But it's far from only a health problem. Since both air pollution and climate change are mainly caused by burning fossil fuels, they share many of the same solutions.

How we work

From grassroots to government, Clean Air Fund supports partners to accelerate action on clean air.

- At a global level, we raise air pollution up the political agenda, galvanise commitment to international targets, support standard setting and knowledge development and mobilise funding for the air quality field from philanthropies and Official Donors. Current global partners include C40 Cities Climate Leadership Group, the World Economic Forum, and the World Health Organisation.
- At a national level, our work in selected 'lighthouse geographies' is designed to test what works and support change. We work in India, Ghana, EU (with a focus on Poland), UK, South Africa.
- Alongside our in-country and global activities, we focus on themes such as air quality data, health and stakeholder groups such as businesses, to build and support a movement for clean air.

What Clean Air Fund offers

We are a growing organisation that is clear about what we offer and what we expect from everyone in the team.

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We offer the opportunity to be at the heart of efforts to drive the air quality agenda and tackle air pollution across the globe. You would be joining an ambitious and successful organisation that has doubled its funding, raising over \$100m in the last six months, and through our dedicated and supportive colleagues has delivered measurable impact. We offer a competitive reward package and flexible working plus a commitment to supporting your learning and professional development.

Everyone who works with us is expected to share our values – collaborative, dynamic and evidence-informed – and to do their utmost to deliver our strategic objectives according to their role. As a relatively new organisation, we are intentional about building trusting relationships and to facilitate a strong culture across the team everyone comes into the office for 50% of their time. As we are growing rapidly, comfort with change and the ability to work at pace is vital, as is the desire to improve, to engage across and to grow with the organisation.

Country Background

Air pollution has emerged as one of the most complex environmental and public health challenges in countries such as South Africa. It is officially responsible for around 30,000 premature deaths per annum, with links to respiratory diseases, CPD, cancers, as well as anxiety and depression. It generates huge losses in economic productivity, and places pressure on the South African Health Service. The impacts of air pollution are not experienced equally, with those living in urban areas, and in Mpumalanga, particularly exposed.

South Africa has an active network of civil society organisations, universities and campaigners that is working to address air pollution across South Africa. There are clear opportunities to support the implementation of national regulations and policies (for example through the Just Transition), as well as drive change in key Provinces and cities, such as Johannesburg, Tshwane, Ekurhuleni and eThekewini.

The Clean Air Fund is working with partners in South Africa to:

- Strengthen the evidence base on air quality and its impacts of health, society and the economy
- Support citizen engagement and awareness to empower communities to demand clean air
- Foster cross-sectoral collaboration – from health to energy, transport and urban planning – so that solutions are sustainable
- Build capacity for equitable climate and air quality action, ensuring that interventions benefit all.

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Job purpose

The Analyst will help to deliver the Clean Air Fund's mission through high quality support to core work areas. This includes the design, management and monitoring of philanthropic initiatives and

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programmes, project and grant management, as well as the design and management of partnerships and communication efforts. The Analyst will also input into the strategy development of their main work area.

Scope of role

The post holder works on projects across multiple teams and task managers in a matrix system. This role will support the South Africa country office and the South Africa Cities portfolio. Tasks will combine managing and supporting a set of grants, as well as managing and supporting a wide range of projects and workstreams across the breath of the organization. The postholder is responsible for managing his/her own workload, reporting to task managers who hold ultimate accountability and budgets for the portfolio.

Key working relationships

Internally, the role will liaise with:

- Country Lead – South Africa, Portfolio Manager South Africa Cities, Breathe Cities Portfolio Manager: Johannesburg, Analyst South Africa and Respective (Task) Managers across the globe
- The Finance team for budget management and contracting of projects and grants.
- MEL lead to design and evaluate projects, grants and strategies.
- Strategic Partnerships and Communications team for communications and dissemination of work and
- The Programme Director for review and approval of grants and contracts.

Externally, the primary contacts will be:

- Grantees and suppliers for grant and project development and management
- Stakeholders such as policy makers and experts in the field

Key accountabilities

Project and Grant management (60%)

Working with guidance to support the design, management, monitoring, reporting, and evaluation of projects/grants, including proposal development, and taking action to help projects stay on track.

- Support the relevant task managers in identifying, developing, and reviewing grant proposals.
- Lead the end-to-end administration of the grant or project management process (from concept formation through to final grant payment and evaluation) including keeping the grant management system updated.
- Track project performance through regular, structured conversations with grantees and through grantee reporting and report on the project performance to the relevant task managers.
- Work closely with members of the Finance team to coordinate payments and review spend, to enable effective cash flow management and reporting.

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- Contribute to the Clean Air Fund's reporting to funders for own area of work and support wider reporting and evaluation activities.
- Support and/or lead on aspects of the Clean Air Fund's direct delivery through management of internally delivered projects.

Stakeholder Management (25%)

- Build effective relationships with stakeholders and grantees – through clear communication on performance expectations and constructive engagement throughout the lifecycle of the grant or project.
- Be CAF's point of contact for selected external stakeholders to inform portfolio-specific strategy and grant development.

Research and analysis (10%)

- Support development of strategy by conducting research, collating information and/or synthesizing information in initial stages of the process and through close coordination with experts.
- Support fundraising and business development through research and preparing supporting materials which may include inputting into fundraising documents, pitch decks and formulating new project ideas.

Sector Knowledge (5%)

- Develop own capabilities by participating in development activities as well as formal and informal training and coaching.
- Keep abreast of developments within the air quality field especially related to stakeholders, policy development, innovation, technology, and air quality analysis.
- Contribute to function corporate planning in relation to own areas of responsibility and stakeholders.

Person Specification

Essential technical competencies

- Experience in project management for an international non-governmental organisation or a philanthropic organisation in South Africa or other African countries.
- Experience in working on environment, health and/or air quality issues.
- Experience in networking and building strong working relationships with a range of stakeholders.
- Articulate and proficient in both written and spoken English.

Desirable technical competencies

- Experience with air quality data, campaigning or community organising.
- Experience of budget tracking and financial reporting.
- Sound understanding of principles of monitoring, evaluation and learning.
- Degree in environmental, climate, air quality or public policy.
- Experience in context research, data gathering, analysis and report writing.

Essential behavioural competencies

- Evidence of capacity to work in range of cultural and socio-economic contexts, adapting style and approach appropriately and in a culturally sensitive manner.

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- Excellent communication skills including grant and report writing, minute taking, delivering presentations and keeping internal stakeholders updated.
- Proficient in using the latest Microsoft 365 tools, comfortable with cloud-based platforms like Microsoft Teams and SharePoint, adaptable to new ways of working, and an excellent understanding of basic cyber security and data protection hygiene.
- Ability to manage a busy workload with fluctuating deadlines.
- Proven teamworking skills, including flexibility and enthusiasm.
- A self-starter, resilient, able to work at pace with agility and interpersonal flexibility.

Desirable behavioural competencies

- Dynamic, confident, collaborative and with strong influencing skills.
- Belief in the importance of evidence-informed decision making.
- Courageous in expressing their views, providing input and feedback.

Further information

- The postholder must have the right to work at the location where this position will be based.
- Clean Air Fund will not be able to support visa applications.
- Salary and benefits will meet local package.
- The organisation facilitates working from home up to 50% for most of the roles. The candidate must be willing to initially work from home until a local office is available for use.