

## **SLOCAT Partnership Secretariat Terms of Reference**

### **Title: Programme manager**

#### **Job Description:**

The Programme Manager will advance SLOCAT's technical and operational work at the nexus of transport, climate, sustainable development, energy, health, and finance. The role drives SLOCAT's engagement in key global and regional processes — including the UNFCCC, Fossil Fuel Phase-out, UN Decade of Sustainable Transport, and the SDGs — and requires demonstrated knowledge of transport policy frameworks and the broader multilateral landscape. In this capacity, the Programme Manager will oversee SLOCAT's complex projects across its core workstreams: advocacy and outreach, data, knowledge and research, and communications, ensuring clear scope, well-defined plans with mapped dependencies, proactive risk management, and robust donor compliance. The role also entails direct engagement with UN agencies, SLOCAT partners, senior government officials, Multilateral Development Banks, international donors, venture funds, and foundations at high-level international forums, with prior experience in fundraising and resource mobilisation within the NGO or private funds arena considered a strong asset. The role requires close collaboration with the Grants & Finance team and the Knowledge Management & Governance team, and the ability to thrive in a multicultural, remote working environment. The Programme Manager reports directly to the Secretary General.

#### **Description of Duties**

##### **1. Programme Planning and Delivery**

#### **Planning & Risk Management**

- Develop, maintain, and communicate clear project and work plans — including timelines, milestones, and dependencies — for SLOCAT's global and regional programmes on sustainable, low-carbon transport and mobility.
- Define interlinkages and dependencies between workstreams aligned with SLOCAT's strategy.
- Conduct regular risk assessments for key SLOCAT initiatives (major campaigns, COP engagement, regional platforms) and coordinate implementation of mitigation measures.
- Design, roll out, and continuously improve fit-for-purpose programme management systems and tools tailored to SLOCAT's multi-partner, network-based ways of working.

#### **Day-to-Day Delivery & Quality Assurance**

- Oversee day-to-day delivery of programme activities, ensuring outputs meet quality, timeline, and budget expectations.
- Manage consultants, partners, and contractors; ensure clear scopes of work and robust performance management.

##### **2. Technical Expertise and Strategic Direction**

### **Substantive Expertise**

- Provide expert advice on the nexus between transport, energy, health, and finance in the context of global climate and sustainability goals.
- Consult with transport and sectoral experts from the SLOCAT partnership and beyond.
- Consult with stakeholders on appropriate transport sector targets and indicators around climate change and the wider UN Decade.

### **Strategic Engagement in Global Processes**

- Lead the strategic development and implementation of SLOCAT's engagement plans at the UNFCCC Conference of the Parties, including the Climate Action Agenda.
- Lead the strategic development and implementation of SLOCAT's engagement plans for the UN Decade of Sustainable Transport and SDG processes.
- Represent SLOCAT in meetings of COP Presidencies, National Authorities, UN bodies, and the wider transport community.
- Actively contribute expertise during discussions and report on developments and next steps using SLOCAT's secretariat workspace and tools.

## **3. Stakeholder engagement and Cross-Functional Coordination**

### **External Stakeholder Engagement**

- Mobilise action and implementation from SLOCAT Partners and actors of the global transport community.
- Support consensus-building and collaborative decision-making processes among actors, and facilitate stakeholder commitment.
- Build and maintain relationships with donors, UN agencies, government counterparts, NGOs, research partners, and networks.
- Coordinate multi-stakeholder consultations, workshops, and outreach activities.

### **Internal Cross-Functional Coordination**

- Liaise with Communications, Data, and Research teams to turn evidence into accessible outputs and outreach.
- Support Knowledge management & Governance on staffing needs, recruitment, performance management, and capacity building.

## **4. Finance, reporting and Administration**

### **Grants, Donor Compliance & Fundraising**

- Work closely with the Grants & Finance team on budgets, forecasting, donor contracts, and financial reporting.
- Ensure timely donor reporting and full compliance with grant requirements, maintaining thorough documentation.
- Support organisational fundraising efforts and contribute to funding proposals.
- Support organisational annual budgeting, budget monitoring, and project-level budget preparation.
- Approval of staff and external expense claims; membership invoice follow-up.

### **Monitoring, Evaluation & Learning**

- Design and track indicators, report on programme results, and support learning and adaptive management.
- Capture and disseminate lessons learned and best practices.
- Support progress reporting through global, regional, and donor mechanisms.

### **Skills and qualifications**

#### **Mandatory requirements:**

- Master's degree in transport, urban planning, public policy, or other fields related to sustainable development.
- Minimum 10 years of relevant work experience in sustainable transport, climate, or related fields.
- Demonstrated knowledge of global and regional processes including UNFCCC, NDCs, the Global Stocktake, and the UN Decade of Sustainable Transport.
- Robust experience in project management, including planning, risk management, and donor compliance
- Familiarity with resource mobilisation and donor engagement, including contributing to funding proposals and grant reporting
- Robust experience in knowledge management, including synthesising and communicating complex technical content accessibly.
- Proven fluency in Microsoft Office Suite and Google Suite.
- Fluent in written and spoken English.
- Strong interpersonal skills; ability to work remotely and in person within a global organisation.
- Availability to work across time zones and for regular international travel.
- Existing work authorisation in the country of residence (SLOCAT cannot provide or support work visas).

#### **Desirables Attributes**

- Passionate about achieving climate change and sustainability action through transport and mobility.
- Track record of engaging directly with senior government officials, UN agencies, MDBs, or international foundations.
- Experience working and thriving in multicultural, multi-sectoral, remote-first environments.
- Proficiency in French, Spanish, or Arabic

This is a remote position (with some requirements to meet face to face during the year - dates/locations tbc). Candidates must have existing work authorisation in the country where they are based. SLOCAT is unable to provide or support work visas. Position available between 50 to 100% FTE.



Partnership on Sustainable,  
Low Carbon Transport

Interested candidates should submit their application (CV and a one-page motivation letter) To: [secretariat@slocatpartnership.org](mailto:secretariat@slocatpartnership.org) and [carly.gilbertpatrick@slocatpartnership.org](mailto:carly.gilbertpatrick@slocatpartnership.org) by midnight East Africa Time on **15 May 2026**.

Shortlisted candidates will be informed by **20-22 May 2026** and invited for an online interview between the period **25-29 May 2026**.