

TERMS OF REFERENCE

I. Description of Assignment

Job Title:	Project Assistant
Type of contract:	Staff
Place of assignment:	Dakar-Senegal
Starting date:	January 2027

II. Organisational Context

GRID-Arendal is a non-profit environmental organisation dedicated to driving systemic change for both people and planet. With 35 years of experience, we transform scientific knowledge into compelling narratives and actionable insights to address the triple planetary crisis of climate change, biodiversity loss, and pollution.

Our vision is a healthy and equitable planet, where people respect each other and live in harmony with nature. Our mission involves transforming science into stories that resonate, providing critical knowledge, and building capacity to enhance resilience in communities and ecosystems.

We collaborate closely with UNEP, the Norwegian government, and a global network of partners, serving as a trusted intermediary between science and policy-making. Our transformative approach challenges conventional paradigms, fostering innovation, co-creation, and shared learning to inspire impactful action.

The Dakar Hub is open to serve as a platform for implementing environmental and resilience-focused projects across West and Central Africa. It is intended to enhance GRID-Arendal's regional presence, align with its transformative 2025–2030 strategy, and contribute to long-term impact in line with UNEP priorities and the Sustainable Development Goals.

Find out more at: <https://url.grida.no/grid-dakarhub>

III. Key activities

Under the supervision of the Regional Director, the incumbent will undertake the following tasks:

1. Support the Regional Director and the main office on a range of tasks in fulfilment of GRID-Arendal's core programming areas, including pollution, climate, and nature and biodiversity through:
 - a. Researching, writing and reviewing of a range of materials as assigned by the Regional Director
 - b. Coordination of project activities under the purview of the hub, including supporting local partner/researcher activities and hosting local project events.
 - c. Draft annual Program of work and budget and implement activities
 - d. Assists in the monitoring and evaluation of programmes/projects;
 - e. Assists in the preparation and analysis of programme/project budget proposals;
 - f. Carrying out periodic status reviews, identifies issues and initiate requisite follow-up actions; prepares revised budget estimates; reports on budget revisions, expenditures and obligations, verifies availability of funds;
 - g. Ensures necessary approval and entry in computerized budget system;
 - h. Prepare standard terms of reference against programme/project objectives;
 - i. Prepare progress report;
 - j. Organise meetings and prepare minutes of the meetings;
 - k. Assists in the coordination of programme planning and preparation; monitors status of programme/project proposals; takes necessary action to ensure project documents are completed and submitted to relevant parties for approval;
2. Assist the Regional Director in the preparation of Board Meetings;
3. Support in the elaboration of strategic document of the GRID Dakar office including, 5-years strategy, fundraising strategy, communication strategy and action plan,
4. Provides assistance in submissions of project proposals and budget estimates, ensuring that requisite information is included and justified in terms of proposed activities;
5. Dealing with routine administrative work, such as preparing correspondence, attending meetings on behalf of GRID Dakar, making photocopies, assisting with bulk mailings, translation;
6. Perform other duties as required.

IV. Qualifications / Requirements

Education :	A university degree (preferably post graduate degree) or an equivalent; demonstrated knowledge in at least one subject related to environmentally sustainable development such as marine biology, plastic pollution, fisheries management, water resource management, or natural resources management.
Work Experience	A minimum of 2 years of relevant professional experience with evidence of achievements in the area of marine biology, plastic pollution, fisheries management, and coastal integrated management in Africa.
Competencies	• Professionalism: The key qualities required are awareness of global and regional challenges, skills and commitment to the conservation and sustainable use of the environment, with a focus on plastic pollution, fisheries management, marine and coastal integrated management. Familiarity with the major multilateral and bilateral donors and the private sector in the areas of partnership and fundraising activities. Ability to work independently, with a team spirit and contributing to a common goal. • Teamwork: Works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; places team agenda before personal agenda; supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings. • Accountability: Takes ownership of all responsibilities and honour's commitments; delivers outputs for which one has responsibility within prescribed time, cost and quality standards; operates in compliance with organizational regulations and rules; supports subordinates, provides oversight and takes responsibility for delegated assignments; takes personal responsibility for his/her own shortcomings and those of the work unit, where applicable. • Client Orientation: Considers all those to whom services are provided to be "clients" and seeks to see things from clients' point of view; establishes and maintains productive partnerships with clients by gaining their trust and respect; identifies clients' needs and matches them to appropriate solutions; monitors ongoing developments inside and outside the clients' environment to keep informed and anticipate problems; keeps clients informed of progress or setbacks in projects; meets timeline for delivery of products or services to client. • Languages: For the post advertised, fluency in oral and written English and/or French is required. • Other Desirable Skills: Ability to perform the duties described above in a fairly independent manner, with limited assistance from support staff. Willingness to adhere to the GRID Arendal's values.
Technical Competencies Networking	Demonstrated ability to build and maintain engagement with a complex network of relevant relationships across governmental, non-governmental sectors, and to creatively explore and match their various requirements, facilitating collaboration and supporting partnerships. Strong organizational skills and good project management experience. Ability to prioritize and work both with limited or no supervision and in multidisciplinary teams to contribute to a common goal.
Communication	Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify, and exhibits interest in having two-way communication; tailors language, tone, style and format to match audience; demonstrates openness in sharing information and keeping people informed.

	Demonstrated capacity for effective communication (oral and written) and selling/marketing skills.
Software Skills	Well-developed computer skills with working knowledge of Microsoft Office software and internet browsing programs.
Project Management Technical Skills	Ability to write technical requirements documents and Standard Operating Procedures ▪ Ability to translate planning specifications to technical briefs for data capture and analysis, and vice versa ▪ Ability to compile and holistically analyse diverse datasets ▪ Ability to train data collectors ▪ Ability to coordinate technical activities with operational needs at short notice and with high-quality output

V. Application Process

Document required:	Resume and cover letter
Send your application to:	grid-dakarhub@grida.no
Deadline:	13 November 2026