

Southern Voice Terms of Reference

Network Engagement Officer

Location: Remote

Start date: April 1, 2026

Duration: **Three months probation**, for a one-year consultancy contract with the possibility of renewal based on performance.

Salary: USD 2,000.00

Application deadline: March 01, 2026. We will be reviewing applications on a rolling basis and encourage interested candidates to submit theirs at their earliest convenience.

The Network Officer should be available for at least five overlapping hours with UTC+1 office hours (9 am–5 pm).

I. About the role

The Network Engagement Officer (NEO) will support Southern Voice's Network Strategy Hub to ensure consistent, high-quality engagement with members across Africa, Asia, and Latin America & the Caribbean. The role works in close collaboration with the Head of Network Strategy & Engagement and focuses on operational execution, community management, data maintenance, and member coordination, strengthening the implementation of the network strategy and enhancing institutional coherence across the network.

The NEO will be part of Southern Voice Secretariat's dynamic team, actively supporting the network's mission to be recognised globally as an impactful Global South network of think tanks and evidence hubs.

II. Key responsibilities

Network Intelligence Support

- Maintain and update the network database, including individual contacts & profiles, organisational profiles, thematic expertise, influence areas, ongoing projects, institutional links and participation history.
- Track member participation and activity, producing summaries to support strategic decisions by the Head of Network Strategy & Engagement and Secretariat leadership.
- Record institutional memory on past collaborations, selection decisions, and engagement outcomes.
- Support data collection for network-wide monitoring and evaluation when needed.
- Support transparent, consistent, and efficient member matching for opportunities. Including operating the simplified selection process and compile shortlist for the Head of Network Strategy & Engagement's review, supporting

the implementation of the full selection process when it's required by consolidation applications, preparing benchmarking grids and coordinating 1:1 calls.

- Maintain clear documentation of selection processes and outcomes.

Network Engagement & Community Coordination

- Support day-to-day communication with members.
- Coordinate engagement-related activities and events, including, but not limited to, communities of practice, and joint activities by managing invitations, scheduling, follow-up, and documentation.
- Maintain the network activity calendar, ensuring clarity, timely updates, and alignment with organisational plans.
- Support the preparation and execution of strategic network convenings (regional sessions, thematic gatherings, etc.), including internal coordination with Central Coordination for logistics and maintaining participant lists, attendance tracking, and follow-up communication.
- Assist in collecting and processing feedback from members to inform continuous improvement of engagement mechanisms.

Network Growth & Governance Support

- Support the Head of Network Strategy & Engagement in managing network growth processes (criteria application, documentation, communication with prospective members)
- Prepare operational inputs for institutional reports, proposals, and donor communications related to the network.
- Coordinate documentation and scheduling for meetings with the Steering Committee and Members & Partners Subcommittee when network-related insights are needed.

III. Requirements and qualifications

Candidates should be highly organised, professional, execution-oriented, and strongly motivated by networking and international cooperation. The role requires a strong capacity to translate the SV network strategy into solid, consistent, and well-documented operational processes, guaranteeing and maintaining a fluid, proactive, and high-quality interaction with the 71 network members.

The NEO combines skills in coordination, data management, and intercultural communication. The position is key to ensuring institutional continuity, strategic information quality about the SV network, and the well-functioning of the mechanisms of selection, participation, and the network's growth.

- Bachelor's degree required in International Relations, Communications, Data Management, or other fields related to Sustainable Development; a Master's

degree in areas above mentioned is a plus.

- Proven experience of at least 2 years in project coordination, operational support, or network/community management, preferably within an international organisation, NGO, or research/think tank environment.
- Data management skills to organise, update and analyse database information. Have experience and knowledge of data management in the Airtable interface **(Desirable)**.
- Competence in using coordination tools (e.g., Google Workspace tools and Slack) and maintaining an activity calendar and planning **(Desirable)**.
- Excellent written and verbal communication skills for day-to-day engagement with network members, coordinating working groups, and drafting summaries and report inputs.
- Strong intercultural communication skills to interact and coordinate effectively with diverse stakeholders, in different cultural contexts and time zones
- Strong organisational skills, attention to detail and the capacity to follow up multiple and parallel processes
- Resolving, flexible solution-driven profile capable of working in autonomy, maintaining a strategic alignment and working closely with the Head of Network Strategy & Engagement and the Secretariat team.
- Strong written and spoken English skills. Fluency in other languages is a plus.

IV. Duration, working conditions and requirements

- This is a full-time, remote position with a three-month probationary period. The initial contract will be for three months and will be extended until December 2026 upon successful completion of the probation period. There is a possibility of extending for another year, given the availability of funding.
- The NO will report directly to the Head of Network Strategy & Engagement.
- Availability to work and attend meetings during the UTC+1 time zone is essential, with a minimum of four hours overlapping with office hours (9 am to 5 pm).

V. Application process

Interested candidates should complete this [form](#) by March 01, 2026, at 12:00 pm CET. You must upload to the form a 2-page CV and a 1-page cover letter (all in English).

Requirements for cover letter:

- (1) Why you're right for this job;
- (2) show a clear understanding of our work;
- (3) It must also include a paragraph detailing why you are a good fit for this position and how your experience would support the work of Southern Voice.

If you have any queries do not hesitate to ask at admin@southernvoice.org with the SUBJECT "Network Engagement Officer Application" **Applications will be reviewed on a rolling basis, and we encourage interested candidates to submit their applications**

promptly.

We actively encourage candidates from the Global South to apply. Valuing the diverse perspectives and experiences they bring, we are committed to maintaining a workforce that reflects this rich diversity.

VI. Evaluation and selection process:

Candidates will be evaluated based on their qualifications, experience, and an interview. Only shortlisted candidates will be contacted.

This TOR provides a broad overview of the Network Engagement Officer role. Specific tasks and responsibilities may be adjusted based on the evolving needs of Southern Voice and our initiatives.