CALL FOR APPLICATIONS

Reference  EARO/01
Position  Director, Eastern Africa Regional Office (EARO)
Reporting to  Secretary General, United Cities and Local Governments- Africa (UCLG-Africa)

Functional Responsibilities

1)  Manage the team of the Regional Office and make sure that it maintains a functional delivery capacity to the constituency
2)  Develop and update a database of national associations of local governments and their constitutive members in the region
3)  Ensure a political and strategic watch on decentralisation and local governments’ issues in the region in order to elaborate tailor-made responses to the identified problems and challenges
4)  Inform the UCLG-Africa Secretariat on the needs assessment of local governments and their associations to feed into the 3-year priority programme of the organisation
5)  Disseminate the UCLG-Africa long-term strategic perspective as well as its 3-year priority programme in the region and assist local governments and their associations in their implementation
6)  Support national associations of local governments of the region in their dialogue with national governments and development partners
7)  Develop regional capacity building programmes, including through peer review and mentoring programmes, for the benefit of the national associations of local governments and their members.
8)  Promote and support decentralised and trans-border cooperation partnership between local governments and their associations in the region.
9)  Provide technical support to the leadership of the UCLG-Africa in the region (members of the Pan African Council, REFELA Bureau members, Executive Committee members, Vice-presidents) for the collection of membership dues in the region.
10)  Maintain on-going dialogue with Regional Economic Community with a view to setting up within the REC of an institution representing local authorities
11)  Develop and implement fundraising and financial resource mobilisation strategy to support the financial sustainability of the regional office.
12)  Present an annual report on the activities, outputs and outcomes of the region.

Aptitudes, Skills and Knowledge

Required

Administration and management skills
Foresight and visioning capacity
Project management capacity
Mentoring capacity
Ability to organise and supervise team work, and to prioritise and work under pressure and multicultural environment
High sensitivity to the work with political leaders
Sense of initiative and responsibility
Computer literate in main current software applications
Readiness to travel frequently
Excellent oral and written presentation capacity
Mastering of digital communication tools

Desirable

Good knowledge of the environment of local government in Africa
Knowledge of territorial approach to development
Experience in handling discussions and debates around urban and local government issues
Acquaintance to geographical information systems (GIS) and database management systems
Knowledge management
Managing websites and social networks

Education

The position is open to African candidates holding at least a masters degree or equivalent from a recognised university, in any of the following areas: Urban and Regional Planning, Economics, Geography, Law, Public Administration. Women candidatures are particularly encouraged.

Experience

Candidates must justify at least 10 years of experience in leading position in the private or public sectors, with at least 5 years in a leading position. Having occupied a leading management positions in a local government or a local government association will be an advantage.

Language

Candidates shall be fluent in English. Working knowledge of French or Portuguese would be an advantage.

Contract details

Work station: Arusha, Tanzania
The contract is full time, for 2 years duration and is renewable
Date of commencement of service: 1 September 2015
Financial package is defined according to education, skills and experience

Content of the Application

The application shall include: 1. A motivation letter stating the reasons for the application and expected salary package; 2. Detailed curriculum vitae; 3. Certified copies of the degrees/diplomas/certificates; 4. Work certificates
<table>
<thead>
<tr>
<th>Deadline for submitting the Application</th>
<th>14 July 2015 at 17h00</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address where to send the Application</td>
<td>Physical: 22 Essaadyine Street, Rabat-Hassan, 10020, Morocco</td>
</tr>
<tr>
<td></td>
<td>Tel: +212 537 26 00 62/63 Fax+212 537 26 00 63</td>
</tr>
<tr>
<td>Email: <a href="mailto:recruitment@uclga.org">recruitment@uclga.org</a></td>
<td></td>
</tr>
<tr>
<td>Follow-up to the application</td>
<td>Only shortlisted candidates will receive follow-up letters for further interviews.</td>
</tr>
<tr>
<td></td>
<td>The candidate for this position will be selected not later than 31 July 2015</td>
</tr>
</tbody>
</table>