# Terms of Reference

Assistant to the UCLG-Africa WARO Director

<table>
<thead>
<tr>
<th>Reference</th>
<th>WARO/03</th>
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<tr>
<td><strong>Position</strong></td>
<td>Personal Assistant to the Director, WARO</td>
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<td><strong>Reporting to</strong></td>
<td>Director, WARO</td>
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| **Functional Responsibilities** | 1) Provide general support to the WARO Director in the delivery of his responsibilities  
2) Prepare and organize the missions and appointments of the Director, WARO  
3) Execute the secretarial work for WARO  
4) Ensure the interface between the WARO Director, WARO staff, UCLG-A Secretariat, as well as WARO and UCLG-A partners  
5) Be the secretary of WARO coordination meetings, produce and disseminate their minutes under the responsibility of the WARO Director  
6) Ensure any other missions and tasks in relation with the position as may asked for by the WARO Director |
| **Aptitudes, Skills and Knowledge** | **Required**  
Computer literate in main current software applications  
Excellent communication, oral and written skills  
Ability to work under pressure and multicultural environment  
Sense of initiative and responsibility  
Accountability and strict ethical behavior  
Networking skills  
Good sense of organization  
Mastering of Internet, websites, social networks, and current editing software tools  
Be practical, with a good business sense  
Be able to learn fast  
Be easy going  
Ready to travel frequently |
|                       | **Desirable**  
Sense of contact  
Knowledge management  
Information research skills, analysis and dissemination |
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<tr>
<th><strong>Education</strong></th>
<th>The position is open to African candidates holding at least a degree in communication and/or secretariat. Women candidatures are particularly encouraged.</th>
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<tr>
<td><strong>Experience</strong></td>
<td>Candidates must justify at least 10 years of experience. Having worked in an institution in a similar capacity is an advantage.</td>
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<td><strong>Language</strong></td>
<td>Candidates shall be fluent in English and French; working knowledge of Portuguese is an advantage.</td>
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| **Contract details** | Workplace: Accra, Ghana  
The contract is for full time and for a 2-year duration, with a 3-month probation period. The contract is renewable.  
Date of entry in service: 1 February 2016  
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 application and expected salary package;  
2. Detailed Curriculum Vitae;  
3. Certified copies of the diplomas;  
4. Work certificates and professional references;  
5. An ID photo; |
| **Deadline for submitting the Application** | December 14 2015 at 17:00 |
| **Address where to send the Application** | Physical: United Cities And Local Governments of Africa West Africa Regional Office  
PMB CT 510 Cantonment, Accra, Ghana.  
Mail:  uclgwestafrica@yahoo.com  
uclgawaro@gmail.com  
Mail : UCLGA : inqueries@uclga.org |
| **Follow up to the application** | The candidate for this position will be selected no later than January 18, 2016.  
Only short listed candidates will be contacted by the UCLG-A Regional Office. |