



UCLG AFRICA
United Cities and Local Governments of Africa
Cités et Gouvernements Locaux Unis d'Afrique
CGLU AFRIQUE

Call for applications

UCLG-A is the representative umbrella organization of local authorities from Africa, headquartered in 22, rue Essaadyine Hassan in Rabat, Morocco, where UCLG-A is recognized as an international pan-African organization of local governments, enjoying diplomatic status. UCLG-A represents Africa in the global organization of United Cities and Local Governments (UCLG), of which it is the regional chapter for Africa.

UCLG-A was created to achieve three basic goals:

- Promoting decentralization and the recognition of local governments as a level of governance has legal personality and political and financial autonomy;
- Strengthening the capacity of local governments to provide better services to the population, support and train the national associations of communities to better organize themselves to ensure an effective political dialogue with national governments, civil societies, the private sector partners development and the international community on the implementation and evaluation of decentralization and cooperation policies;
- Carrying the voice of local authorities of Africa and representing them on the the Pan-African and international scene.

At the request of its members, UCLG-A has set up the network of local elected women of Africa (REFELA) with the aim to contribute to a better accounting for of their concerns in the policies and strategies implemented by local authorities, and contribute to the promotion of women's leadership in political and administrative bodies of local authorities of Africa.

To this end, UCLG-A held from March 8 to March 11, 2011 in Tangiers, Morocco, the first Forum of Local Elected Women of Africa, after which was created the Locally elected African Women's Network (REFELA). On the sidelines of the Forum was held the first general meeting of the Network that confirmed the position of the Network as a standing committee in charge of gender equality within UCLG Africa, has established the Executive Board of the network made up of 15 members (3 for each of the 5 regions of Africa), and elected the members of the Network's Presidency (1 Vice President for each region) among whom the President was chosen. The term of the bodies is a three-year period, that is renewable. The General Assembly meets every three years on the sidelines of the Africities Summit work. The last meeting of the General Assembly of REFELA was held in Johannesburg in December 2015. This meeting elected a new Executive Board and a new presidency of the Network assigned to the City of Bagangté, Cameroon, represented by its Mayor, Mrs.

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Celestina Ketcha Courtes. The General Assembly also approved REFELA's strategic action plan for the 2016/2018 period.

In order to support REFELA in the management of the Network and the implementation of its 2016/2018 action plan, UCLG-A recruits an REFELA Project Manager within the General Secretariat team at the headquarters of the organization in Rabat.

TERMS OF REFERENCE

Reference	REFELA / 01
Position	Project Officer, REFELA
Reporting to:	Chief of Staff and Operations, UCLG Africa
Missions	The REFELA Project Manager manages the network of Local Elected Women of Africa, offers assistance to it, and supports the implementation of its 2016/2018 strategic plan.
Functional responsibilities	<ol style="list-style-type: none">1. Carrying out the function of secretary of the network for the preparation, organization and reporting about the Network meetings as well as technical and logistical support to the activities and tasks of the Presidency and the Executive Board of REFELA.2. Preparing the draft budgets and annual accounts of activities to submit for approval by the REFELA bodies and3. Supporting the establishment of national REFELA chapters and the definition of their intervention programs.4. Supporting the organization, launch and implementation of the campaigns planned under the REFELA action plan for the 2016/2018 period and developing indicators to monitor the performance of the said campaigns.5. Proposing the content, format, and the contest organizational arrangements for the awarding of the Excellence Award.6. Identifying and recommending to the competent bodies of REFELA the institutional, technical and financial partnerships likely to contribute to the achievement of REFELA's missions and its 2016/2018 action plan, and report on the implementation of such partnerships.

7. Participating in the general development of UCLG-A and its missions.

Abilities, skills and knowledge required

- Ability to animate networks of relationships and employees across the continent
- Ability to work in teams in a multicultural universe.
- Ability to prepare cases for the search for financing and management of the corresponding projects
- Good strategic vision, creativity, organizational skills
- Good organizational skills.
- Good negotiating capacity.

The candidate must also be prepared to make frequent trips and short stays in different countries.

Education

The position is open to African candidates holding a business high school degree or a post-graduate University in specialties related to the mandates and tasks of local communities and gender issues.

Experience

10-year minimum proven experience in organizations working in the field of development and management of continental and international networks of women's organizations in civil society or the business sector; or in the development and management of networks of associations of local governments.

Language

Candidates must be fluent in English and French; working knowledge of Portuguese would be an asset.

Contract Details

Workplace: Rabat (Morocco)

The contract is full-time contract, and has a term of two years renewable.

Employment State Date : May 02, 2016

The remuneration will be set after negotiation with the candidate in ion of his or her salary expectations and in function of his degrees, skills and experience.

Content of the application

The application should include:

1. A cover letter indicating why the applicant believes he or she is the best candidate for the published job and mentioning his/her salary expectations;
2. A detailed curriculum vitae;
3. Certified copies of diplomas;
4. His/her work certificates and professional references;
5. A photo ID.

Deadline for submission of the application March 25, 2016 at 17:00 hours GMT

Address for receiving the application 22 Rue Essaadyine, Hassan- Rabat 10020, Morocco
Phone : +212 537 260 062/063 ; Fax : +212 537 260 060
email : recruitment@uclga.org

Review of the applications From all the received applications, a short-list of three candidates will be established on March 30, 2016 at the latest.
The shortlisted candidates will then be interviewed during the week of April 4, 2016, with a view to the final selection of the candidate selected for this position that will be announced no later than 15 April 2016 at 17 hours. Then the negotiation and establishment of the contract will take place no later than April 22, 2016 for a service starting on May 02, 2016.