CALL FOR APPLICATIONS

UCLG-A is the representative organization of African local authorities, whose headquarters are located at 22, rue Essaadyine Hassan in Rabat, Kingdom of Morocco, where it enjoys diplomatic status as an international Pan-African organization. UCLG-A is also the regional chapter for Africa of the World Organization of United Cities and Local Governments (UCLG).

UCLG-A was created to achieve three basic goals:

- Promote the decentralization and the recognition of local governments as a level of governance endowed with legal personality and political and financial autonomy;

- Strengthen the capacity of communities to provide better services to the population, support and train the national associations of local authorities to better organize themselves so as to ensure an effective political dialogue with national governments, civil societies, the private sector, the development partners, and the international community around the implementation and evaluation of the decentralization and cooperation policies;

- Carry the voice of local authorities from Africa and represent the Pan-African and international levels.

To achieve its goals, UCLG-A is recruiting an Assistant to the Program Director.
TERMS OF REFERENCE :

Assistant to the Program Director

Reference  
DP / 03

Post  
Assistant to the Program Director

Under the supervision of  
Program Director

Functional responsibilities

1) Provide general support to the Program Director in the exercise of his or her responsibilities

2) Prepare and organize the tasks and duties of the Director

3) Run the work of the secretariat of the Programs Department.

4) Ensure an interface between the Program Director, the Regional offices, and the partners of UCLG-A

5) Ensure the secretariat of the coordination meetings of the Programs Department, produce and disseminate the reports under the Director’s responsibility

6) Carry all other tasks requested by the Director in connection with the activities of the Programs Department and of UCLG-A generally.

Abilities, skills and knowledge

Required

Have a good command and use of computers and the usual standard, of the Internet, the social networks and their main applications.

Having an excellent communication, and good oral and written presentation skills.

Have the ability to work under pressure and in a multicultural environment.

Having a sense of initiative and responsibility

Having a strict ethical behavior

Having networking skills

Have a sense of organization

be practical and professional

Be willing to learn

Be friendly

Willingness to travel frequently.

Desirable features

Interpersonal skills

Knowledge Management

Production of information, processing and dissemination of skills

Having a good knowledge of Africa

Education

The position is open to African candidates who hold at least an undergraduate university degree in Political Science / Law / Economics / International Relations. Female candidates

Secretariat General of UCLG Africa

22 Rue Essaadyine, Hassan Rabat, Kingdom of Morocco

Phone: +212 537 260062/63 Fax: +212 537 260 060

www.afriquelocale.org

www.UCLGAFRICA.org
are especially encouraged to apply.

Experience
Candidates must have at least 3 years of experience. Experience in a similar institution in a similar position would be an asset.

Language
Candidates must be fluent in English and French; Knowledge of Portuguese is an asset.

Details of the proposed contract
Location: Rabat, Morocco
The contract is a full-time contract for a two-year period, renewable, with a 3-month trial period.
Date of entry into service: May 01, 2016.
Compensation will be negotiated and defined in terms of the candidate’s pay expectations, and his/her qualifications, skills and experience

Application content
The application must include:
1. A cover letter indicating why the applicant believes that he or she is the best candidate for the job and mentioning his/her salary expectations;
2. A detailed curriculum vitae;
3. Certified copies of the degrees;
4. The work certificates as well as professional references;
5. A photo ID.

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

Address for receiving the application
Physical address: General Secretariat UCLG-Africa, 22 Rue Essaadyine, Hassan Rabat, Morocco
Mail: recruitment@uclga.org

Monitoring the application
The candidate for this position will be chosen no later than April 20, 2016.
Only shortlisted candidates will be contacted by UCLG-A.