



Call for Internships

The United Cities and Local Governments – Africa, a Pan African association of local governments and national/regional local government associations in Africa seeks to engage two interns as specified below to gain working experience in an international organization that offers opportunities for learning and development (Refer to the Appendix for a brief overview of the organization). The interns will be engaged in the department of Membership Development, External Relations and Networks Coordination. The department provides stewardship to members in order to improve on delivery of services to their populations and to strengthen engagement with UCLG-Africa's external partners and stakeholders in support of membership development.

INTERN 1 – DATABASES AND RECORDS COMPILATION

INTERN 2 – LOGISTICS AND COMMUNICATIONS

No	Activity	Tasks
Intern 1		Databases and Records Compilation
1	Electronic Database Development	1.1 Collect Names, addresses and contact details for the following
		– African National Associations of Local Authorities
		– Statutory instruments for local governments – National constitutions; Parliamentary Acts; National Association constitutions; etc
		– African cities and towns with population of +100,000 inhabitants
		– Seating mayors/chairpersons
		– City Managers
		– City Treasurers
		– City Engineers
		– Ministries responsible for local government/decentralisation
		– Ministries responsible for Finance
		– Capacity Development Repertoire
		– Country maps with local government boundaries including examples of digitisation maps for local governments
– Development Partners and Calls for Proposals/ Offers of Grants		
		1.2 Compile Electronic Databases to maintain records collected under 1.1 above



No	Activity	Tasks
		<ul style="list-style-type: none"> - Compile Access database - Investigate and advise on other forms of efficient database software/ systems
		1.3 Assist the directorate with other day-to-day administrative duties
Preferred Qualifications under Study		<ul style="list-style-type: none"> • Computer science; • Computer software/computer systems engineering; • Information technology;
Languages – Spoken and Written		English and French (Portuguese and/or Spanish would be an added advantage)
Duration		12 months
Applications Due By		20 April 2016
Start Date Requested		1 May 2016
Intern 2: Logistics and Communications Intern		Provide Logistical and Departmental Communications Services
		2.1. To carry out surveys to collect information on proposed membership projects in order to inform effective planning
		2.2. Assist in the setting up and maintenance of programme office records, updating and management of the membership and other related databases as may be required
		2.3. To compile and maintain a profile catalogue of potential financial partners in respect of Membership Development Programmes
		2.4. To circulate and follow-up various Calls to member local governments and to collate respondents submissions
		2.5. Provide interface between the department and secretariats of national associations and regional offices
		2.6. Support the mobilisation of UCLG-A members for their involvement in UCLG-A and other partners' events and/or activities
		2.7. To draft for the UCLG-A website, programme updates and other programme information as required from time to time and maintain liaison with the UCLG-A webmaster
		2.8. Follow-up on the mobilisation and collection of membership dues
		2.9. Provide logistical support for participants attending departmental meetings, seminars and workshops
		2.10. Maintain records of departmental contracts and follow-up reports and payments
		2.11. Collect Member News for publication



United Cities and Local Governments - Africa

No	Activity	Tasks
		2.12. Proof reading and editing reports and other documents
		2.13. Contribute to the preparation of Departmental reports, prepare minutes of meetings and other communication data as may be required
		2.14. Work with the director in developing systems and procedures for the department in order to standardise or ease processes.
		2.15. Carry out some research assignments for the department
		2.16. Assist the director with other day-to-day administrative tasks
	Preferred University line of study at Masters level or completed degree programme	<ul style="list-style-type: none"> ▪ Public Administration ▪ Local Government Administration ▪ Social Sciences
	Languages – Spoken and Written	English and French (Portuguese and/or Spanish would be an added advantage)
	Duration of Internship	12 months
	Applications Due By	20 April 2016
	Start Date Requested	1 May 2016



UCLG-Africa at a GLANCE

What is the UCLG-Africa

The United Cities and Local Governments of Africa (UCLGA) is a Pan African association of local governments and national/regional local government associations in Africa. It is a membership organisation drawing its members from among African cities and towns with inhabitants of more than 250, 000; national associations of local authorities; and sub-national tiers of government such as counties and provinces/regions. It is also an autonomous African Chapter of the world-wide organization of local governments known as the United Cities and Local Governments (UCLG).

UCLG-Africa Mission and Core Values

The **Vision** of the UCLGA is: *'Building African Unity from, and Driving African Development through the Grassroots'*.

UCLGA believes that local governments can play a vital role contributing to African integration and that development will be more effective when it is championed, managed and implemented by the local communities themselves.

In pursuance of this vision, the **Mission Statement of UCLGA** is as follows:

- Unite African local government, place it in the continental political and economic development context and represent it in all relevant forums
- Strive for the establishment of local government as a distinct sphere of government, working in support of national and other sphere of governments in Africa
- Ensure democracy, equality and respect for human rights at the local level
- Promote sharing of human and intellectual capital as well as other resources among local authorities in Africa
- Empower local governments through research, training and capacity development
- Pursue sustainable development in partnership with institutions, structures and programmes of the same mission.

UCLGA believes that these aspirations can best be achieved through the establishment of local governments, the delegation of appropriate responsibility and authority for development and their recognition as the sphere of government closest to the people and best placed to understand local challenges and take the lead in resolving their problems and undertaking the development of their communities.

Strategy and Main Activities

To address the context and key challenges facing African local governments, in consistency with the vision, mission and priority intervention areas, UCLGA has adopted the following overall strategic intent:

'The establishment, consolidation and sustenance of decentralized local government as a distinct sphere of government and the development of the UCLGA network,

provide for the inclusion of the concerns of the African people in the development and cooperation agenda of Africa, in order to improve their livelihoods.'

In order to translate this overall strategic intent into results oriented interventions, the UCLGA seeks to undertake the following:

- a) Lobby for local government to be recognised as a distinct order of government in the framework of the decentralization policies to be adopted and implemented by all African countries;
- b) Support the creation and strengthening of national associations of local authorities in all African countries as well as their association at regional level according to the Regional Economic Communities (REC) of the African Union;
- c) Improve the quality and profile of local governance throughout Africa, in particular through the participation and effectiveness of women and youth, an increased participation of communities, civil society and private sector, both in governance and in a better provision of services at the local level;
- d) Increase the responsiveness of local governments to the demands of their citizenry including vulnerable and disadvantaged groups in society;
- e) Improve the policy and development implementation environment at the local level through facilitating effective and competent voice and influence of local governments at the national, regional and continental levels.

UCLG-Africa Organisation

UCLG-Africa has the following organs as defined by its Constitution:

The General Assembly: it is the highest political organ of the UCLG-Africa. Its role is to define and approve policies and appoint the Executive Committee.

The Executive Committee (EXCOM): It is responsible for approving UCLG-Africa's operational plans and budget and generally for supervising the Secretariat. It also provides the platform through which the UCLG-Africa general policy is formulated, political programmes are implemented, and political consultations undertaken. It, thus, engages other political organs in dialogue and may do this through its president and various Commissions it may appoint from time to time.

The President: The president chairs both the executive committee and the General Assembly and oversees the implementation of the decisions of the two deliberative bodies of the UCLG-Africa. The president represents the UCLG-Africa at political platforms and other engagements in which UCLG-Africa is invited. Engagements with the African Union, Regional Economic Groupings and National Governments will mostly be led by the president and, where appropriate, the regional vice-presidents representing Africa's regions.

The Secretariat: The secretariat implements the decisions of the statutory organs of the UCLG-Africa and carries out all executive functions of the organisation. **The Secretary General** is responsible for translating the policy and decisions of the UCLG-Africa statutory organs into operation and action. He is the head responsible for the day-to-day management of the secretariat and provides the link between the executive and deliberative organs of the UCLGA. The secretariat comprises all professional and support staff of the UCLGA.