



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

UCLG-A was created to achieve three basic goals:

- Promoting decentralization and the recognition of local governments as a level of governance that is endowed with legal personality and political and financial autonomy;
- Strengthening the capacity of local governments to provide better services to the population, and support and train the national associations of local governments to better organize themselves to ensure an effective political dialogue with national governments, civil societies, the private sector, the development partners, 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 Pan-African and international levels.

To achieve its goals, UCLG-A recruits its Southern Africa Regional Office (SARO) Programme Officer.

Terms of reference

Reference	SARO/01
Position	Programme Officer, Regional Office
Reporting to	Director, UCLG-A SARO
Functional Responsibilities	<ol style="list-style-type: none"> 1) Prepare the annual plan and calendar of activities to be implemented by Regional Office, highlighting their outputs, outcomes, and impact 2) Draft terms of reference for the implementation of the activities and for the hiring of consultants in charge 3) Launch the process leading to the selection of consultants tasked with the delivery of the activities in accordance with the UCLG-A rules and procedures 4) Supervise the work of the consultants, manage their contracts and approve their services 5) Liaise with the UCLG-A Secretariat General to coordinate support activities to the National Associations of Local Governments for the development of their strategic plans of activities 6) Produce the draft annual activity report of the Regional Office to be submitted to the UCLG-A Secretariat General 7) Capitalize lessons learned from the Regional Office activities for dissemination through the production of finding notes, discussion papers, or other communication tools, etc.
Aptitudes, Skills and Knowledge	<p><i>Required</i></p> <ul style="list-style-type: none"> Project management skills Sense of initiative and responsibility Computer literate in main current software applications Ability to team work, and to prioritize and work under pressure and multicultural environment Readiness to travel frequently Excellent oral and written presentations capacities Good knowledge of digital communication <p><i>Desirable</i></p> <ul style="list-style-type: none"> Good knowledge of the environment of local government in Africa Knowledge of territorial approach to the development Experience in handling discussions and debates around urban and local government issues Acquaintance to geographical information systems and database management systems Knowledge management Managing websites and social networks
Education	The position is open to African candidates holding at least a master degree or equivalent from a renowned university, in the following areas: urban and regional planning, economy, geography, public administration. Women candidatures are particularly encouraged.
Experience	Candidates must justify at least 10 years of experience in project



management and at least 5 years in managing projects for cities and/or local governments, particularly in Africa

Language	Candidates shall be fluent in English, working knowledge of Portuguese is an advantage
Contract details	Workplace: Pretoria, South Africa The contract is full time, for 2 years duration, and is renewable. It provides a trial period of 3 months. Date of entry in service: 1 June 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	29 April 2016 at 17:00
Address where to send the Application	Physical: 12 Essaadyine Street, Rabat-Hassan, 10020, Morocco Tel: +212 537 260 062/063; Fax: +212 537 260 060 Mail: recruitment@uclga.org
Follow up to the application	From all the received application files, only short-list of three candidates will be contacted. The candidate for this position will be selected no later than 15 May 2016. Then the contract will be negotiated and established no later than May 30, 2016 for a start of employment service on June 01, 2016.