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**

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<tr>
<th>Reference</th>
<th>SARO/01</th>
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<tr>
<td>Position</td>
<td>Programme Officer, Regional Office</td>
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<td>Reporting to</td>
<td>Director, UCLG-A SARO</td>
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**Functional Responsibilities**

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**

**Required**

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

**Desirable**

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 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.