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) Director.
TERMS OF REFERENCE

Reference
SARO/01

Position
Director, Southern Africa Regional Office (SARO)

Reporting to
Secretary General, UCLG-Africa

Functional Responsibilities

1) Manage the team of the Regional Office and make sure that it maintain a functional delivery capacity to the constituency
2) Develop and update a database of national associations of local governments and their constitutive members in the region
3) Ensure a political and strategic watch on decentralization and local governments issues in the region, in order to elaborate tailor-made responses to the identified problems and challenges
4) Inform UCLG-A Secretariat on the needs assessment of local governments and their associations to feed into the 3 year priority program of the organization
5) Disseminate UCLG-A the long term strategic perspective of UCLG-A as well as its 3 year priority program in the region and assist local governments and their associations in their implementation
6) Support national associations of local governments of the region in their dialogue with national governments and development partners
7) Develop regional capacity building programs, including through peer review and mentoring programs, for the benefit of the national associations of local governments and their members
8) Provide technical support to the leadership of the UCLG-A in the region (members of the Pan African Council, REFEA Bureau members, Executive Committee members, Vice President) for the collection of membership dues in the region
9) Maintain ongoing dialogue with the Regional Economic Community with the obtain the setting up within the REC of an institution representing local authorities
10) Develop and implement fundraising and financial resource mobilization strategy to comfort the financial sustainability of the regional office
11) Present an annual report on the activities, outputs and outcomes of the Regional office.

Aptitudes, Skills and Knowledge

Required

Administration and management skills
Foresight and visioning capacity
Project management capacity
Mentoring capacity
Ability to organize and supervise team work, and to prioritize and work under pressure and multicultural environment
High sensitivity to the work with political leaders
Sense of initiative and responsibility
Computer literate in main current software applications
Readiness to travel frequently
Excellent oral and written presentations capacities
Mastering of digital communication tools
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, Law, Public administration.
Women candidatures are particularly encouraged.

Experience

Candidates must justify at least 10 years of experience in leading position
in the private or public sectors, with at least 5 years in a leading position.
Having occupied leading management positions in a local government or a
local government association will be an advantage.

Language

Candidates shall be fluent in English and French; 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: 1st 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.