



UCLG AFRICA

United Cities and Local Governments of Africa
Cités et Gouvernements Locaux Unis d'Afrique

CGLU AFRIQUE

Application pack

For the position of “Project Officer – Central InfoPoint and Assistance to Cities” in Accra, Ghana

Project: Covenant of Mayors Office for Sub-Saharan Africa (CoMO SSA)

Fixed-term contract in Accra, Ghana
October 2018

UCLG AFRICA is a founding member of the United Cities and Local Governments (UCLG) world organization with offices in Morocco and Ghana. It is the umbrella organization and the united voice and representative of local governments in Africa. It results from the unification of the three pre-existing continental groupings of local governments, namely the African Union of Local Authorities (AULA), the *Union des Villes Africaines* (UVA) and the Africa Chapter of the *União das Cidades e Capitais Lusofonas Africanas*. It is an institution that gathers 40 national associations of local governments from all regions of Africa as well as the 2.000 cities that have more than 100.000 inhabitants. Therefore, UCLG AFRICA represents nearly 350 million Africans citizens and is currently headquartered in the City of Rabat, The Kingdom of Morocco, where it enjoys a diplomatic status as a Pan-African International Organisation.

1. The Covenant of Mayors Office for Sub-Saharan Africa Project

After the adoption, in 2008, of the 2020 EU Climate and Energy Package, the European Commission launched the Covenant of Mayors to endorse and support the efforts deployed by local authorities in the implementation of sustainable energy policies.

The Covenant of Mayors is a unique bottom-up movement that succeeded in mobilising a great number of local and regional authorities to develop action plans and direct investments towards climate change mitigation measures.

In this context, the European Commission launched the [“Covenant of Mayors in Sub-Saharan Africa”](#) (CoM SSA) initiative which aims to increase the capacities of cities to provide access to sufficient, sustainable and safe energy related services to urban and peri-urban populations (specially the poor), with special attention to energy efficiency and renewable energy as drivers for local low emission, climate resilient and sustainable development. Today, the Council of European Municipalities and Regions (CEMR) is leading a consortium of 10 organisations, among which UCLG Africa is a partner on the ground, to implement the project Covenant of Mayors Office for Sub-Saharan Africa (CoMO SSA).¹

The CoMO SSA project is funded by the European Commission, Directorate-General for International Cooperation and Development (DG-DEVCO) under the Development Cooperation Instrument (DCI), for a fixed-term contract, until November 2019. The main objective of CoMO SSA is to set up a Local Authorities Platform to support the implementation of the Covenant of Mayors in Sub-Saharan Africa initiative,

Given the major challenge of urban growth in the covered countries in the coming decades, the specific objective is to increase local governments' planning capacities on urban design, mobility and energy.

¹ The Covenant of Mayors Office in Sub-Saharan Africa (CoMO SSA), led by Council of European Municipalities and Regions (CEMR), is implemented by a consortium of 10 partner organisations: French Agency for Environment and Energy Management (ADEME), Portuguese Agency for Energy (ADENE), International Association of Francophone Mayors (AIMF), Climate Alliance (CA), ENDA, Energy Cities (ENC), ICLEI World Secretariat, ICLEI Africa, Sustainable Energy Africa (SEA), UCLG Africa.

2. Job purpose and job description

The Project Officer – InfoPoint and Assistance to cities will be based at the UCLG premises in Accra, Ghana. The person will be selected by UCLG Africa to work on the Covenant of Mayors Office for Sub-Saharan Africa (CoMO SSA). She/he is expected to travel in the region and sometimes to Europe (Brussels project coordination office).

Under the management of the Special Adviser in charge of the Climate Taskforce of UCLG Africa and the coordination of the Projects Director at CEMR, the appointed person is expected to perform following tasks:

- Act as a central point of contact for African cities and provide general information on the Covenant of Mayors in Sub-Saharan Africa initiative (CoM SSA) and on the administrative and practical conditions cities can join it.
- Provide information and updates on the project activities to interested stakeholders by maintaining an up-to-date database of signatories and interested local authorities as well as other relevant tools while creating synergies with other initiatives and programmes in Sub-Saharan Africa;
- Contribute to the promotion of the CoM SSA initiative through a monitoring of relevant African events in collaboration with the project coordination office as well as a face-to-face participation in promotional events;
- Assist with the organization of meetings and workshops foreseen in Africa as well as the mobilisation of cities in these events;
- Follow the progress of the signatory cities, especially the pilot cities, and monitor in collaboration with other focal points the assistance provided to signatory cities;
- Work closely with the project communication officer to leverage signatory cities activities, especially pilot cities;
- Ad-hoc tasks to ensure smooth implementation of the project under the management of the Special Adviser in charge of the UCLG Africa Climate Task Force and in consultation with the CEMR Projects Director.

3. Aptitudes, skills and knowledge

- Computer literacy in main current software applications
- Excellent oral and written communication skills
- Great interpersonal skills and proven ease to interact with different types of actors, at different levels of responsibility
- Sense of initiative and responsibility
- Networking skills
- Excellent organization skills
- Availability to travel within Africa and Europe
- Ability to work autonomously and to work in and with teams
- Knowledge of the Covenant of Mayors initiative is an asset

4. Qualification and training

- a) **Education:** Bachelor Degree in Environment, Energy or another related subject. Alternatively, a proven 3-5 years work experience in the Energy/Environment sector in Africa can also be considered a valid qualification;
- b) Experience in or with a local/regional government or association of local/regional governments in Africa is desirable.
- c) Imperative bilingual **English – French** (oral and written);
- d) Proven work experience in an African member-based organisation will be considered an asset

5. Main terms and conditions of employment

The full terms and conditions will be set out in a contract with UCLG Africa made on the basis of the Ghanaian Labour Law with the successful candidate. The following summarises some of the main points:

a) Location

The position is based in Accra, Ghana, Africa (at UCLG premises).

b) Duration

This is a full time fixed-term contract until 30 November 2019.

c) Salary

The monthly net salary for the position will be according to experience and qualifications of the successful candidate.

d) Working hours

Forty hours per week. Travel is expected to various African countries and/or within Europe. Flexibility in working hours will be required.

6. How to apply for this position

Interested candidates are invited to send us the following documents, one written in French and the other written in English

- 1) A **cover letter** of maximum two pages, explaining why you would like to work as Project Officer on the CoMO SSA project and why you are the ideal candidate for this position, and
- 2) A **curriculum vitae**, including employment history (with salary), education, professional qualifications, language skills and the contact details of two references.

These should be addressed to uclgawestafrica@yahoo.com by 30/11/2018 midnight GMT time, clearly indicating "Project Officer – InfoPoint and Assistance to cities in Accra" in the subject line.

Selected candidates will be asked to come in for an interview in Rabat, Morocco. The successful candidate should ideally be available to start working in January 2019.