



UCLG AFRICA
United Cities and Local Governments of Africa
Cités et Gouvernements Locaux Unis d'Afrique
CGLU AFRIQUE

CALL FOR APPLICATIONS

UCLG-Africa 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-Africa 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-Africa recruits an Assistant for the Northern Africa Regional Office (NARO).

TERMS OF REFERENCE

Reference	NARO/03
Position	Assistant, Northern Africa Regional Office (NARO)
Reporting to	Secretary General, UCLG Africa
Functional Responsibilities	<ol style="list-style-type: none"> 1) Provide general support to the NARO Director in the delivery of his responsibilities 2) Prepare and organize the missions and appointments of the Director, NARO 3) Execute the secretarial work for NARO 4) Ensure the interface between the NARO Director, NARO staff, UCLG Africa Secretariat, as well as NARO and UCLG Africa partners 5) Be the secretary of NARO coordination meetings, produce and disseminate their minutes under the responsibility of the NARO Director 6) Ensure any other missions and tasks in relation with the position as may asked for by the NARO Director
Aptitudes, Skills and Knowledge	<p><i>Required</i></p> <p>Computer literate in main current software applications Excellent communication, oral and written presentations capacities Ability to work under pressure and multicultural environment Sense of initiative and responsibility Accountability and strict ethical behavior Networking skills Good sense of organization Mastering of Internet, websites, social networks, and current editing software tools Be practical, with a good business sense Be a person of great learning Be talkative and of easy approach Readiness to travel frequently</p> <p><i>Desirable</i></p> <p>Sense of contact Knowledge management Information production, treatment and dissemination skills</p>
Education	The position is open to African candidates holding at least a degree in communication and/or secretariat, and nationals of the following member countries of the Northern African region (Algeria, Egypt, Morocco, Mauritania, Libya, Tunisia).



Notice that female candidates are strongly encouraged to apply.

Experience	Candidates must justify at least 5 years of experience. Having worked in a training institution in an equivalent position is an advantage.
Language	Candidates shall be fluent in English; working knowledge of French or Arabic is an advantage.
Contract details	Workplace: Cairo, Egypt 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 st October 2019 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	18 July 2019 at 16:30 GMT
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 August 24, 2019. Then the contract will be negotiated and established no later than September 30, 2019 for a start of employment service on October 1 st , 2019.