



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 its Northern Africa Regional Office (NARO) Director.

TERMS OF REFERENCE

Reference	NARO/01
Position	Director, Northern Africa Regional Office (NARO)
Reporting to	Secretary General, UCLG Africa
Functional Responsibilities	<ol style="list-style-type: none"> 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 2) 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 3) Inform UCLG-Africa Secretariat on the needs assessment of local governments and their associations to feed into the 3 year priority program of the organization 4) Disseminate UCLG-Africa the long term strategic perspective of UCLG Africa as well as its 3 year priority program in the region and assist local governments and their associations in their implementation 5) Support national associations of local governments of the region in their dialogue with national governments and development partners 6) 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 7) Promote and support decentralized and trans-border cooperation partnerships between local governments and their associations in the region 8) Provide technical support to the leadership of the UCLG Africa in the region (members of the Pan African Council, REFELA Bureau members, Executive Committee members, Vice Presidents) 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	<i>Required</i>

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, and nationals of the following member countries of the Northern African region (Algeria, Egypt, Morocco, Mauritania, Libya, Tunisia). 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; 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: 1st 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 1st, 2019.