



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 Program officer for the Northern Africa Regional Office (NARO).

TERMS OF REFERENCE

Reference	NARO/02
Position	Programme Officer, Northern Africa Regional Office (NARO)
Reporting to	Secretary General, UCLG-frica
Functional Responsibilities	<ol style="list-style-type: none"> 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 Africa rules and procedures 4) Supervise the work of the consultants, manage their contracts and approve their services 5) Liaise with the UCLG Africa 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 Africa 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	<p><i>Required</i></p> <ul style="list-style-type: none"> 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 <p><i>Desirable</i></p> <ul style="list-style-type: none"> 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

Education	<p>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).</p> <p>Notice that female candidates are strongly encouraged to apply.</p>
Experience	<p>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.</p>
Language	<p>Candidates shall be fluent in English; working knowledge of French or Arabic is an advantage.</p>
Contract details	<p>Workplace: Cairo, Egypt</p> <p>The contract is full time, for 2 years duration, and is renewable. It provides a trial period of 3 months.</p> <p>Date of entry in service: 1st October 2019</p> <p>Financial package is defined according to education, skills and experience</p>
Content of the Application	<p>The Application shall include:</p> <ol style="list-style-type: none"> 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	<p>18 July 2019 at 16:30 GMT</p>
Address where to send the Application	<p>Physical: 12 Essaadyine Street, Rabat-Hassan, 10020, Morocco Tel : +212 537 260 062/063; Fax: +212 537 260 060 Mail : recruitment@uclga.org</p>
Follow up to the application	<p>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.</p>