



CALL FOR APPLICATION LAUNCHED BY THE UNITED CITIES AND LOCAL GOVERNMENTS OF AFRICA (UCLG-Africa) FOR THE AFRICAN LOCAL GOVERNMENTS ACADEMY (ALGA) STAFF RECRUITMENT



1. Officer in charge of Accreditation, Labeling and Quality Assurance

Mission
Assist the Director of the Academy in the design, implementation, management and steering of the accreditation system of training institutions, labeling of training programs and quality assurance in the activities of ALGA.
Hierarchical reporting structure
The Director of the Academy.
Activities
<ol style="list-style-type: none"> 1. Contribute to the design of a system of accreditation, labels and quality at the level of the Academy; 2. Develop an international benchmarking approach to increase the quality of this system; 3. Develop and disseminate a manual on accreditation and labeling procedures; 4. Develop and deploy a system of quality assurance of the accreditation system and labeling, after its adoption; 5. Contribute to the development of an ethics charter and a professional code of conduct for the activities of the Academy as they pertain to the establishment and management of accredited and/or labeled training courses;

<ol style="list-style-type: none"> 6. Develop and implement a communication plan for dissemination and awareness-raising on the Academy's service provision in this area; 7. Identify and mobilize a network of experts in accreditation and / or labeling and quality assurance; 8. Promote the system for accreditation and labeling to potentially eligible organizations through operational arrangements in accordance with the Academy's vision and objectives, including appropriate partner organizations, for the provision of accredited And / or labeled training; 9. Assume the role of leader in the management of all accredited channels or labeled programs, ensuring regular monitoring of accredited institution and / or labeled trainings; 10. Assist the Academy Director preparing and implementing ALGA budgets, financial management and outcomes as they relate to local government professions; 11. Support the Director in ensuring that the Academy attracts sufficient funding to ensure its future viability – by undertaking the assigned tasks; 12. Coordinate the activities of its collaborators and the interventions of experts in accreditation and / or labeling; 13. Ensure regular reporting on its activities based on indicators and performance-oriented scorecards as well as gap analysis reports. 	
Required skills	
Knowledge	<ul style="list-style-type: none"> - General knowledge in the field of decentralization and local governance, especially at the African continent level; - Knowledge of accreditation / labeling systems of institutions and educational programs at the international level. - Fluency in French and English (any other language is considered an added value).
Know-How	<ul style="list-style-type: none"> - Accreditation, labeling and quality assurance processes and procedures; - Quality management techniques; - Communication techniques; - Edition of performance dashboards; - Writing reports.
Know-how-to-be	<ul style="list-style-type: none"> - Professionalism and rigor - Integrity and ethics - Communicative and open mind - Creativity and innovation - Organization and Team work - Attentive to details
Qualifications	<p>Postgraduate diploma or doctorate in the fields of social sciences or management sciences or quality management.</p> <p>Substantial experience (at least 5 years) with national or international organizations and in terms of accreditation of organizations and / or programs in an African context.</p>

Please note that interested candidates for each position MUST include:

1- A cover letter, specifying salary expectations;

- 2- A detailed CV;
- 3- Certified copies of degrees and work certificates;
- 4- Professional references;
- 5- And a photo ID.

A candidate can apply to only one of the three positions.

Applications should be submitted to The Secretary General of the United Cities and Local Governments of Africa (**UCLG-Africa**) **before June 30, 2020** at the following e-mail addresses: info@uclga.org and najat_zarrouk@yahoo.fr or to: **The United Cities and Local Governments of Africa (UCLG-Africa), 22, Essaadyine Street, Hassan District, Zip Code 10020, Rabat- Morocco, with the mention in the object "ALGA RECRUITEMENT STAFF"**.

To know more about UCLG-Africa and its Academy ALGA, do not hesitate to visit UCLG-Africa Portal www.uclga.org and ALGA Website www.uclgafrica-alga.org