



## TERMS OF REFERENCE

### FOR

### ADMINISTRATIVE OFFICER

#### PARTNERSHIP FOR STRENGTHENING GOVERNANCE, RESILIENCE AND GREENING OF JINJA CITY COUNCIL, Ref: CSO-LA/2020/420-787

A European Union funded project being implemented by the United Cities and Local Governments of Africa (UCLG Africa) in partnership with the Cities of Jinja (Uganda), Soria (Spain), Chefchaouen (Morocco) and Kisumu (Kenya)

Job Title:	<b>Administrative Officer</b>		Duty Station: <b>Jinja, Uganda</b>
Responsible to:	<b>Secretary General, UCLG Africa</b>		
Reporting through:	<b>Project Coordinator, Jinja GRG project</b>		
Supervised by:	<b>UCLG Africa, Climate Department</b>		
Contract Duration	<b>28 Months</b>	<b>Start: 01 March 2021</b> <b>(Reporting extendable date up-to 30 days)</b>	<b>End: 31 May 2023</b>
Remuneration	<b>Consolidated and Fixed</b>	<b>Amount: Attractive and provided on request</b>	
Contract Terms:	<b>Non-renewable</b>		

A full-time **Administrative Officer** is being sought for hire, to be part of a team that will manage implementation of the EUR 1,052,631 project in Jinja City Council, running for 30 months, effective 18<sup>th</sup> December 2020.

### **Background**

United Cities and Local Governments of Africa (UCLG Africa) has, through a competitive process, secured a grant from the European Union (EU) to implement the Governance, Resilience and Greening (GRG) project in Jinja City Council. The EUR 1,052,631 grant agreement for the GRG project was signed on 18<sup>th</sup> December 2020 and declared to have entered into effect the same day. Main goal of the Partnership for Strengthening Governance, Resilience and Greening project is to Strengthen urban governance and improve resilience and greening of Jinja City Council, through partnerships and in accordance with the 2030 Agenda on sustainable development.

The objectives of the project are to:- i) Strengthen institutional capacity in urban governance; ii) Support improvement of the Council's financial management system; iii) Strengthen the resilience of the Jinja city council by improving solid waste management; iv) Enhance job creation opportunities with a focus on fostering a green circular local economy based on gender and rights based approaches and; Support green energy initiatives, with a focus on promoting solar lighting and eco-friendly mobility.

## **Tasks and responsibilities of the Administrative Officer**

- i. Prepare and take custody of administrative documentation of the project including the drafting letters and memos.
- ii. Take minutes or notes of staff meetings and any other meetings involving project staff
- iii. Preparation of routine correspondence, faxes, memoranda and internal reports.
- iv. Support with the custody, retrieval and dispatch of publications and other documents
- v. Support project procurement processes of goods and services under this project; and support the bid evaluation and notification to applicants.
- vi. Arrange for travel, hotel reservations and logistical support for Project Staff and stakeholders participating in the implementation of the project.
- vii. Responsible for administrative and logistical support in the organisation of conferences, workshops, retreats and; all arrangements relating to project works, supplies and shipments.
- viii. Attend to communication and public relations needs of the project
- ix. Liaise with the media for purposes of sharing and publishing information; holding of press briefs and covering events or activities of the project to ensure its visibility within and outside the country.
- x. Manage all project information and communication mediums including office communication equipment and tools; database and information repository; website and social media platforms etc.
- xi. Undertake other project related tasks, as may be assigned by the project coordinator or the project coordinator, governance organs and implementation partners

## **Required educational background and work experience:**

- A minimum of a diploma in the fields of administrative support or office management; Secretarial studies; communications and public relations or an equivalent qualification from a relevant professional course
- Proven ability to manage administrative and logistical support in a sizeable organisation/project
- In depth knowledge of communication and public relations and a comprehensive understanding of administrative and logistical support services
- Must demonstrate high proficiency in writing of reports, brief and correspondences
- Strong ability to communicate in English;
- Proven ability to collaborate well and to deliver work in a timely manner, with minimal supervision.
- Work experience with MS Office applications, with high proficiency in e-communication, is a must
- Geographical knowledge of project area will be of added advantage.

## **Submission of Application**

Clearly state the position being applied for, in the application heading or subject line and include telephone contact details below your signature and name.

Deadline for application submission is **23<sup>rd</sup> February 2021, by 10.00am (GMT)**

Please submit, **by email**, to the following addressee, your hand written and signed application letter along with: -

- an up to-date curriculum vitae;
- recent passport photograph;
- motivational letter (Not more than 1 page);
- copies of educational certificates and
- copies of proof of work/engagement experience

The Secretary General  
United Cities and Local Governments of Africa (UCLG Africa)  
22, Esaadyine Street 10020, Rabat-Hassan, Morocco

For the Attention of Mr. Mohammed Nbou, on the following email address, [Mnbou@uclga.org](mailto:Mnbou@uclga.org)  
With a copy to the following addresses [MJnyende@uclga.org](mailto:MJnyende@uclga.org), [Nbennani@uclga.org](mailto:Nbennani@uclga.org)

The successful candidates will be contacted through the emailed used in submitting the application. Those that will not have been contacted within 30 days following the application deadline, should regard themselves unsuccessful.

Please note that the application letter, curriculum vitae and; motivational letter should be written in English.