



**TERMS OF REFERENCE
FOR
PROJECT COORDINATOR**

**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:	Project Accountant		Duty Station: Jinja, Uganda
Responsible to:	Secretary General, UCLG Africa		
Reporting through:	UCLG Africa Climate Task Force Unit, Rabat – Morocco		
Supervised by:	UCLG Africa, Climate Department		
Contract Duration	28 Months	Start: 01 February 2021 (Reporting extendable date up-to 30 days)	End: 31 May 2023
Remuneration	Consolidated and Fixed	Amount: Attractive and provided on request	
Contract Terms:	Non-renewable		

A full-time **Project Coordinator** 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 18th 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 18th 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 Project Coordinator

- i. Lead and manage the GRG project office and ensure achievement of team and individual deliverables in compliance to agreed results, reporting and evaluation targets and according to the project implementation plans, job specifications and other applicable requirements.
- ii. Be the in-country liaison focal contact of the project team over matters that concern the project and its operations.
- iii. Coordinate with all consultants and other service providers for effective delivery of quality services, as per their Terms of Reference.
- iv. Serve as the secretary of the Steering Committee and organize, prepare, and report on its meetings.
- v. Offer technical advice to the Management Board and Steering Committee, as well as the implementing partners of the project.
- vi. Be responsible for the follow-up and implementation of the recommendations and other decisions of the project governance organs.
- vii. Assign tasks to project team members and routinely assess and report on their performance.
- viii. Operate, jointly with Jinja City Council, the local project bank account.
- ix. Oversee financial management of the project and ensure its compliance with the UCLG Africa operational manual and relevant provisions of the Grant Contract
- x. Oversee and facilitate timely requisition and accountability of disburseable funds and other payments, as in accordance to the project budget and workplan
- xi. Ensure appropriate financial and accounting are prepared and submitted as required, in a timely manner.
- xii. Ensure and support the preparation of working documents including workplans, procurement plan, operational manual, TORs and bidding documents, as per the requirements of the Project
- xiii. Assist and ensure timely procurement of all requirement of the Project
- xiv. Provide reports on project implementation progress and current and foreseen challenges once every two weeks.
- xv. Oversee custody of all project materials and equipment and maintain an assets and liabilities inventory.
- xvi. Undertake any other tasks, as deemed necessary by the project governance organs and implementation partners

The position requires work of a conceptual, analytical, innovative and advisory nature, at the higher professional level. It, therefore, involves managerial, administrative, project planning, performance assessment, and research skills.

Required educational background and work experience:

- A minimum of a university degree or post graduate qualification in the fields of Management, Public or Business Administration, Law, Economics, Development Studies, Project Management or Social Sciences.

- 10 years of general working experience, including 5 years of experience relevant to the project, and at least 3 years in a senior position, working with government agencies or corporate institutions or Civil Society Organisations or international organizations, preferably in Uganda.
- Proven ability to coordinate and manage project work, or similar assignments in a formally recognised establishment.
- Experience in managing related assignments, projects or programmes;
- Experience in report writing, monitoring and evaluation of projects;
- Strong ability to communicate in English;
- Work experience office and analytical computer applications is a must.
- Proven ability to collaborate well and to deliver work in a timely manner.
- Geographical knowledge of the 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 **23rd 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
With a copy to the following addresses MJnyende@uclga.org, 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.