



**TERMS OF REFERENCE  
FOR  
PROJECT ASSISTANT**

**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>Project Assistant</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 **Project Assistant** 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 Project Assistant**

- i. Assist in ensuring compliance with the project work plan and keep it updated in accordance with project activities and timeframes as relevant.
- ii. Prepare routine and periodic project progress and monitoring reports
- iii. Assist in the review of the quality of existing data in the project subject areas, the methods of collecting it, and the degree to which it provides good baseline statistics for impact evaluation.
- iv. Maintain, update and administer the M&E system for the project; analyse and aggregate findings.
- v. Identify lessons learned and develop case studies to capture qualitative outputs of the project and provide advice on improving project performance using M&E findings.
- vi. Coordinate and routinely report on the monitoring and evaluation activities of the project
- vii. Oversee and report on training, sensitisation and peer learning activities of the project
- viii. Compile and maintain profile of best practices in fields related to the project
- ix. Be in charge of the project Resilience and Greening Information System
- x. Monitor the project in accordance with the Environmental and Social Management Framework (ESMF), of the country and in alignment with provisions of the Grant Contract
- xi. Undertake other project related tasks, as may be assigned by the project coordinator or the project coordinator, governance organs and implementation partners

The position requires work of a conceptual, analytical, innovative and advisory nature, at the higher professional level. It, therefore, necessitates sound project planning, monitoring and evaluation, training and research knowledge and skills.

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

- A minimum of a degree or post graduate qualification in the fields Management, Public or Business Administration, Law, Economics, Development Studies, Social Sciences, Project Management, Monitoring and Evaluation or an equivalent qualification from a relevant professional course in the latter two fields.
- Work experience of 5 years, of which 3 is the project management, working with government agencies or corporate institutions or Civil Society Organisations or international organizations, preferably in Uganda
- Proven ability to in the fields of project management, in a sizeable organisation/project
- In depth knowledge of project planning and comprehensive understanding of monitoring and evaluation.
- 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 computer based project management and M&E tools, is an added advantage
- 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 **21 March 2021**.

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.