

**Terms of Reference: Recruitment of Administrative Assistant for AAI TSU at UCLG
Africa Regional Office in Cairo (Egypt)**

1. Background:

The devastating impacts of climate change have increased in Africa and include severe droughts, floods, reduced agricultural yields, food and water insecurity. Climate change threatens the economic growth of African states and impedes progress towards achieving the Sustainable Development Goals. The recent IPCC report has found that the GDP per capita for 1991–2010 in Africa was on average 13.6% lower compared to if climate change had not occurred.

To address this concerning situation, African Heads of States launched the African Adaptation Initiative (AAI) at the COP21 in Paris in 2015. This was the result of a mandate provided by the 25th African Union Summit to the African Ministerial Conference on Environment (AMCEN) to enhance support to Africa on adaptation together with the African Group of Negotiators, in order to respond to increasing climate change challenges. AAI is designed as the initiative of Africa for Africa aimed at strengthening the resilience of African countries where communities, ecosystems, and economies are safeguarded against the adverse impacts of climate change.

AAI's vision is to achieve enhanced adaptation on the Continent and a significant contribution to climate resilience in the context of implementation of Nationally Determined Contributions (NDCs), the African Union's (AU's) 2063 agenda and the Sustainable Development Goals (SDGs). The Initiative's mission is to accelerate and scale up adaptation efforts across the continent, enhancing the capacity of nations to respond to the impacts of climate change through strategic planning, financing, and implementation of adaptation projects.

Since its launch in 2015, AAI has achieved visibility and reputation as a responsive adaptation initiative for Africa. This is the result of four years of strategic consultations, plans and partnerships under AAI Phase I (2015-2016) and AAI Phase II (2017-2019) as well as recent work under AAI Phase III (2020-2030), which is ongoing. During these seven years, AAI has established itself as the leading Africa-led initiative for coordinated adaptation action across Africa. From being a concept developed by the African Group of Negotiators and the African Ministerial Conference on Environment (AMCEN) to becoming an African-owned initiative backed by all 54 African countries, the AAI has successfully evolved into a promising vehicle for achieving transformative adaptation results for African countries.

However, critical gaps remain in Africa's adaptation landscape that are important to fill. To continuously working to bring adaptation to the needed level and to deliver upon its vision and mission, AAI aims to transition from an initiative to a fully developed and well-established institution by 2030. The AAI's actual organisational Structure includes the AAI Champion, spearheading the initiative and appointed by the African Union; the Steering Committee that advises and oversees AAI's work; and the Technical Support Unit (TSU), that serves as the Secretariat to the Initiative and is responsible for the day-to-day operationalisation of AAI.

Under the direction of a Coordinator, the TSU develops multi-year work plans, with supporting project management tools and processes, which include budgets, resource plans, theories of

change, and logical framework and indicator frameworks to facilitate project and partnership implementation and coordination, investment and resource mobilisation, and monitoring, evaluation and learning processes. The TSU is composed of a team with the skills, experience and knowledge necessary to build momentum on adaptation in Africa alongside a wider ecosystem of core partners. To support the implementation of our mandate and reinforce the human resource capacity of the TSU, we are looking for a qualified and detail-oriented individual to fill the role of Administrative Assistant based at UCLG Africa office in Cairo (NARO).

Indeed, through a letter dated October 19, 2022, the Minister of Foreign Affairs of the Arab Republic of Egypt accepted the UCLG Africa's offer to host the Africa Adaptation Initiative Technical Support Unit (AAI TSU) at its North Africa Regional Office (NARO) based in Cairo (Egypt). The consultant will therefore be part of the AAI TSU team based at NARO.

2. Objectives of the Position:

The Administrative Assistant will be responsible for providing efficient administrative support to ensure the smooth functioning of AAI operations. The role is crucial in maintaining organizational effectiveness and supporting the implementation of climate-resilient projects.

3. Key Responsibilities:

The Administrative Assistant will be tasked with the following responsibilities:

1. Provide general administrative support, including managing emails, phone calls, and inquiries.
2. Assist in organizing meetings, workshops, and events, including scheduling, logistics, and documentation,
3. Prepare and distribute internal and external communications, including reports, memos, and other correspondence,
4. Maintain and organize filing systems, databases, and records,
5. Coordinate travel arrangements and accommodations for AAI staff and stakeholders,
6. Assist in procurement processes, including obtaining quotes, processing invoices, and maintaining supplier relationships.
7. Manage office supplies, equipment, and maintain a well-organized office environment.
8. Collaborate with team members to ensure effective communication and coordination within AAI TSU.

4. Qualifications and Experience:

1. Diploma or Bachelor's degree in Business Administration, management, Secretarial Studies, or a related field.
2. Proven experience (at least 2-3 years) in administrative roles, preferably in a project, NGO and international organization setting.

3. Proficiency in office software (MS Office suite) and excellent computer skills.
4. Strong organizational and multitasking abilities, with attention to detail.
5. Excellent written and verbal communication skills in English and any other relevant languages ; and
6. Ability to work independently and collaboratively in a fast-paced environment.

5. Duration and Location:

The initial duration of the assignment is twelve (12) months, with a possibility of extension. The consultant will be based at the United Cities and Local Governments of Africa regional office (NARO) in Cairo (Egypt).

- 6. How to Apply:** Interested candidates should submit their CV, a cover letter and financial proposal, by **Sunday, 25th of August 2024** to the email address: AAIRecrutement@uclga.org and mention « **Administrative Assistant based in Cairo** » in the e-mail subject line.

- 7. Selection Process:** The selection will be made after evaluation of the candidates' qualifications and experience.