

UCLG Africa Secretary General Detailed Job Description

Context

UCLG Africa, the umbrella organisation representing some 17,000 local authorities in Africa, consolidated within 51 national associations of subnational and local governments and headquartered in Rabat, Morocco, is recruiting its Secretary General.

The Secretary-General (SG) is responsible for providing strategic leadership and overseeing sustainable performance of UCLG Africa to achieve its vision, mission and strategic goals, ensuring effective mobilization of political and financial support to expand and deepen its impact and relevance in local and regional governments in Africa. The SG makes sure UCLG Africa interventions are implemented through ethical culture, impactful performance and system of control, under the guidance of UCLG Africa governing bodies Executive Committee. The Secretary-General is appointed through an international selection process.

1. Key Performance Areas:

1. Leadership and strategic direction
2. Strategy implementation, Operational and Financial Oversight
3. Strategic Partnerships and Funding Mobilization
4. Policy Advocacy and Awareness Support
5. Knowledge Management and Continuous Improvement

Functions / Key Results Expected
1. Leadership and Strategic Direction a) Design and propose to the approval of the governing bodies of UCLG Africa policies and strategies in line with the vision and missions of the organization set by the UCLG Africa General Assembly. b) Serve as the vital link between management and the governing bodies, providing timely and accurate information to facilitate decision-making. c) Lead in building transparency and accountability system enabling effective and robust oversight of UCLG Africa operations d) Ensure UCLG Africa members are fairly represented in UCLG World bodies and support strategic cooperation with the other regional sections of UCLG World.
2. Strategy implementation, Operational and Financial Oversight a) Lead implementation of the strategies and decisions approved by the UCLG Africa governing bodies, ensuring adequate reporting system to enable effective oversight on the achievement of set outcomes. b) Ensure positive and productive work environment leading to effective delivery of the UCLG Africa mandate. c) Define key performances and risks indicators to support performance tracking for both the organization as a whole and its staff, and implement actions to address possible gaps. d) Manage the organization's finances, including budgeting, forecasting, accounting and reporting. e) Plan and ensure successful implementation and impact of approved programmes and activities in the best interests of UCLG Africa members.
3. Strategic Partnerships and Funding Mobilization a) Review, build, maintain and develop strategic partnerships ensuring successful implementation of respective partnership agreements. b) Mobilize political, financial and technical support for the implementation of the main flagship programs of UCLG Africa, including among others, the Africa Local Government Academy (ALGA); the Africa Territorial Trade and Investment Agency (ATIA Fund); Building Climate Resilience for the Urban Poor (BCRUP); the celebration of the African Capital of Culture; the campaigns of the Network of Local Governments Women officials of Africa (REFELA); as well as the programs of Young Elected Officials (YELO) and the Forum of the Regions of Africa (FORAF). c) Create synergies and add value to the local and regional governments by coordinating voices of all stakeholders through workshops, meetings and conferences including the Africities Summit.

d) Build UCLG Africa reputation including representing its interests at relevant external audiences and platforms.
4. Policy Advocacy and Awareness Support
a) Organize political dialogues at national and regional levels to raise awareness on governance and development policy for local and regional governments and their associations, including cross-borders decentralized cooperation and city-to-city diplomacy. b) Develop and deepen relationships with member states of the African Union, in particular through providing technical assistance to the African Union Specialized Technical Committee No 8 (AU-STC8) bringing together the African ministers of Public Service; Housing and Urban development; and Decentralization and local development, in accordance with the provisions of the MoU signed between the African Union Commission and UCLG Africa. c) Lead in strengthening the voice of local and regional governments and their representative associations in the definition, implementation, monitoring and evaluation of African Union, Regional Economic Communities or national governments' policies and strategies that have impacts on subnational and local governments and their constituencies. d) Advocate for, and support the organization of subnational and local governments forums during the Summits of heads of State and governments of Africa and their homologues from other countries or regions, to express the concerns and wants of African subnational and local governments in the cooperation between African countries and their counterparts from other countries and regions of the world.
5. Knowledge Management and Continuous Improvement
a) Support improvement of current decentralization practices through the publication of periodic state of the arts in the key areas of the mandates of subnational and local governments for measurement and comparison of performances, and benchmarking purposes. b) Collect and disseminate update information on innovation solutions for improved efficacy and efficiency in the delivery of the UCLG Africa members' mandates c) Support the development of local and regional governments Centres of Excellence d) Collaborate with local, regional and international education institutions with local government focus, to expand the network of partners of the Africa Local Government Academy (ALGA).
Supervisory/Managerial Responsibilities: Supervision, development, and performance management of the team will be required.

2. Competencies



Cross-Functional competencies

Competence	Definition
Strategic Thinking	- Ability to develop effective strategies and prioritised plans in line with the UCLG Africa objectives, based on the systemic analysis of challenges, potential risks and opportunities; linking the vision to reality on the ground, and proposing tangible solutions. - Ability to leverage learning from a variety of sources to anticipate and respond to future trends; to demonstrate foresight in order to model what future developments and possible ways forward look like for UCLG Africa. - Ability to develop and execute the organisation overall strategy and vision, charting the course for future growth and success for subsequent approval by the UCLG Africa governing bodies.
Entrepreneurial Thinking	- Ability to create clarity around UCLG Africa value proposition to beneficiaries and partners and to develop service offerings responding to stakeholder needs based on UCLG Africa's priorities and mandate.
Business, Financial and Communication Acumen	- Ability to understand and deal with a business situation in a manner that is likely to lead to a good outcome. - Knowledge and understanding of UCLG Africa operational frameworks and ability to make good judgements and quick decisions within such frameworks. - Ability to understand and oversee the organisation's finances against approved budgets ensuring adequate financial resources are available to achieve the set strategic goals and a clear line of sight is in place through an effective reporting system to the governing bodies of UCLG Africa. - Ability to communicate in a clear, concise and unambiguous manner both through written and verbal communication. - Ability to act as chief spokesperson of UCLG Africa and communicate internally and externally, through media, social media and other appropriate channels ensuring reputation management as a strategic asset. - Ability to allocate and use resources in a strategic or tactical way in line with principles of accountability and integrity.
Organizational Leadership	- Ability to select, prioritise and control the organisation's programmes and projects, in line with its strategic objectives and capacity; ability to balance the implementation of the change initiatives and the maintenance of the business-as-usual, while optimising return on investment. - Ability to inspire and motivate teams, delegate effectively, and make sound decisions. - Ability to understand and manage one's own emotions and the emotions of others to foster strong relationships and address issues effectively.

	- Ability to work effectively with others, fostering teamwork, and building strong relationships. - Ability to create a culture where individuals and teams are held accountable for their actions and results. - Ability to lead with transparency and authenticity to build trust within and outside the organization.	
Partnerships Management	- Ability to build, maintain and develop partnerships with wide networks of stakeholders, governments, civil society and private sector, experts and others, in line with UCLG Africa policies and strategies.	
Negotiation and Influence	- Ability to reach an understanding, persuade others, resolve points of difference, gain advantage in the outcome of dialogue, negotiates mutually acceptable solutions through compromise and creating a 'win-win' situation.	

3. Minimum Qualifications

The candidate's application will be evaluated against the following qualification list:

Education requirements	- Post graduate degree or equivalent experience in fields such as law, economics, finance, public administration, or international relations.
Min. years of relevant work experience	- A minimum of 15 years of experience in a management position within an international or regional organization, with a focus on local governance or territorial development.
Required skills / experience	- Executive leadership experience - Strategic management including corporate governance, financial management - Local and regional governance including decentralisation - Diplomatic and political experience - Stakeholder engagement including at political level - International relations and fundraising, - Communication including corporate spokesperson - Multicultural competency
Required Language(s)	- Fluency in written and spoken in one of the UCLG Africa official working language (English or French) is required - Fluency in written and spoken in the other UCLG Africa official working language is an asset. - Fluency in written and spoken of any other additional official language of the African Union is an advantage.
Professional Certificates	- A professional certificate in any Finance, IT, Project Management subject area is an asset.