



Call for applications for the recruitment of the Secretary General of United Cities and Local Governments of Africa (UCLG Africa)

General information note

1. Context

UCLG Africa is the umbrella organisation representing 17,000 local authorities grouped together within 51 national associations of local authorities operating on the African continent. Its headquarters are located in Rabat, Morocco, where UCLG Africa enjoys diplomatic status as a pan-African international organisation.

UCLG Africa has a Memorandum of Understanding with the African Union under which the organisation provides assistance to the African Union Commission, in particular to Specialised Technical Committee No. 8 (CTS8), which brings together African ministers responsible for public service, housing and urban development, decentralisation and local government, for the implementation of the African Charter on the Values and Principles of Public Service and the African Charter on the Values and Principles of Decentralisation, Local Governance and Local Development; and for the development of the African Charter on Urban Development and Housing Management. It also assists the African Union in implementing its policies and strategies at the territorial level, and in mobilising local populations in the achievement of the Agenda 2063 of the Africa We Want.

UCLG Africa is the regional section for Africa of United Cities and Local Governments (UCLG), based in Barcelona, Spain, which acts as the voice of cities and regions around the world within the United Nations system. The members of UCLG Africa's governing bodies represent Africa within UCLG's governing bodies.

The governing bodies of UCLG Africa include:

- The General Assembly, open to all members, meets once every three years to define the policy and strategy of UCLG Africa and elect the members of the Pan-African Council of UCLG Africa;
- The Pan-African Council, composed of 45 members (9 for each of the 5 regions of Africa), supervises the implementation of UCLG Africa's policy and strategy between General Assembly meetings. The Pan-African Council elects the members of the Executive Committee and the Financial Management Committee;

- The Executive Committee is composed of 15 elected members (3 for each of the 5 regions of Africa) plus 3 ex-officio members: the President of the Network of Elected Women Leaders in Africa (REFELA); the President of the Network of Young Elected Leaders in Africa (YELO); and the President of the Forum of African Regions (FORAF). The Executive Committee meets twice a year to adopt the work plan and annual budget of UCLG Africa (budget committee) and to approve the financial statements and audited accounts of UCLG Africa (accounts committee). The Executive Committee supervises the work of the General Secretariat and appoints the Secretary General.
- The Presidency, consisting of five Vice-Presidents (one for each of the five regions of Africa) elected from among the members of the Executive Committee, including the President, who is responsible for the political leadership of the organisation;
- The Financial Management Committee, comprising five members (one from each of the five regions of Africa), which meets twice a year on the sidelines of the Executive Committee meetings to review and provide opinions and recommendations to the Executive Committee and the General Secretariat on the organisation's financial and accounting documents, and more generally on the financial management of UCLG Africa;
- The General Secretariat is the permanent body responsible for the administrative, technical, financial and accounting management of UCLG Africa before the Executive Committee. It brings together the permanent staff of UCLG Africa at the organisation's headquarters in Rabat and in the regional offices established or in the process of being established in Cairo, Egypt, for North Africa (NARO); in Accra, Ghana, for West Africa (WARO); in Libreville, Gabon, for Central Africa (CARO); in Nairobi, Kenya, for East Africa (EARO); and in Pretoria, South Africa, for Southern Africa (SARO). The General Secretariat is headed by the Secretary General, who is responsible to the Executive Committee for the administrative, technical, financial and accounting management of the organisation, as well as its representation in court. The Secretary General is responsible for preparing and implementing the annual action plan and budget of UCLG Africa, as well as for presenting the certified financial statements and accounts of UCLG Africa.

For nearly a decade, UCLG Africa has been recognised by pan-African and global institutions as the political organisation representing the voice of local and regional authorities on the African continent. However, during the second half of 2023, UCLG Africa experienced a serious financial crisis. To overcome this crisis, in December 2024 the Executive Committee adopted a plan to restructure and relaunch UCLG Africa. This plan includes, among other things, the adoption of a new organisational chart and a new salary scale; a reduction in staff at headquarters from 42 to 14; and the revision of the procedures manual, particularly the financial and accounting procedures, the internal regulations and the code of ethics, to make them more robust. This restructuring and recovery plan also aims to renew, expand and develop UCLG Africa's technical and financial partnerships in order to strengthen its capacity for representation, advocacy and services for the benefit of its members.

It is in this context that UCLG Africa wishes to recruit its Secretary General, who will be responsible for overseeing the implementation of the organisation's restructuring and recovery plan, reorganising coordination with UCLG Africa and UCLG members and bodies, refining and improving the efficiency of services provided to members, improving relations with technical and financial partners, and developing UCLG Africa's representation vis-à-vis African and international institutions.

2. Duties of the Secretary General

2.1. General Duties

Provide executive and strategic leadership for UCLG Africa, coordinating all activities and teams to ensure that the results set out in the organisation's action plans are achieved, while consolidating its role as a key player in territorial development in Africa.

2.2. Specific missions

- Under the authority of the Executive Committee, the Secretary General is responsible for the executive management of the organisation. In this capacity, he or she carries out the following specific tasks:
- Proposing the three-year action programme for the implementation of the UCLG Africa restructuring and recovery plan (2026-2028);
- Develop, propose to the Executive Committee and oversee the implementation of annual work plans and corresponding budgets in accordance with the three-year action programme for the implementation of the UCLG Africa restructuring and recovery plan (2026-2028);
- Ensure the general administration, financial and accounting management, and human resources management of UCLG Africa;
- Establish and enforce a culture of performance, accountability and transparency within UCLG Africa teams;
- Strengthen links between members, ensure the ongoing facilitation of UCLG Africa's political and professional networks, and support capacity building;
- Define and implement the strategy for resource mobilisation and partnership development for the benefit of members and the organisation;
- Represent UCLG Africa in African and international institutions;
- Ensure the visibility of UCLG Africa, strengthen its public relations and institutional communication

- Prepare UCLG Africa's statutory meetings (General Assembly, Pan-African Council, Executive Committee, Presidency, Financial Management Committee), provide secretarial services and report on them.
- Ensure UCLG Africa's presence in UCLG World bodies.

3. Expected results and key deliverables

- An operational programme for the implementation of the UCLG Africa 2026–2028 restructuring and recovery plan has been approved and is being implemented;
- A monitoring and evaluation mechanism with key performance indicators has been established and is operational;
- Structural partnerships have been signed with key partners, philanthropic organisations, networks and institutions;
- Increased and diversified financial mobilisation (grants, contributions, projects) ensures the organisation's financial sustainability in the medium term;
- Satisfactory financial and performance reports are submitted regularly each year and on time;
- Internal and external communication is strengthened (website, reports, newsletters, events);
- The organisation's administrative, financial and accounting management meets good governance standards.

4. Requirements for the position of Secretary General of UCLG Africa

The position of Secretary General of UCLG Africa requires a profile combining managerial skills, strategic leadership, continental and international diplomacy, expertise in local governance and solid experience in managing complex organisations. Candidates for this position must have the following qualities:

4.1. Managerial and organisational skills

- Strong administrative, budgetary and financial management skills in an associative or intergovernmental context.
- Ability to manage complex, multi-country programmes with international donors.
- Proven experience in managing multidisciplinary teams in a multicultural environment.

4.2. Leadership and strategic vision

- **Ability to define a clear pan-African vision** for territorial development and decentralisation.
- **Mobilising leadership:** ability to inspire and unite people around common projects.
- **Results-oriented management:** ability to steer a strategy with clear performance indicators.

4.3. Technical expertise and knowledge of the field

- **Expertise in local government issues:** implementation of decentralisation policy, relations between central government and local authorities, management of local government bodies, local finances, urban planning, local governance, etc.
- **Good knowledge of the African institutional and political framework,** particularly the dynamics of the African Union, regional economic communities (RECs), and African city networks.
- **Experience in decentralised cooperation,** sustainable development, or local public policy.

4.4. Diplomatic and interpersonal skills

- **Ability to engage in dialogue with interlocutors** at various levels (heads of state, ministers, mayors, technical and financial partners, international organisations, philanthropic organisations, grassroots NGOs, etc.).
- **Keen sense of inter-African and multilateral negotiation,** including in sensitive political contexts.
- **Ability to represent the organisation** at regional and international level.

4.5. Pan-African commitment and ethics

- **Strong commitment to pan-African values,** inter-territorial solidarity and local democracy.
- **Integrity, political neutrality and impeccable professional ethics.**
- **Commitment to public service and participatory and inclusive development.**

4.6. Language and intercultural skills

- **Fluency in both official working languages of UCLG Africa** (English and French). Fluency in one of the other official languages of the African Union is an asset (Arabic or Portuguese are an asset).
- **Ability to work in diverse cultural contexts** and understand the specific regional characteristics of the continent.

5. Desired profile

5.1. Individual profile

- **Nationality:** Candidates must be nationals of an African country.
- **Age:** Candidates must not be over 60 years of age at the time of application. All other things being equal, female candidates will be given preference.

5.2. Qualifications

- **Advanced degree** (at least five years of university-level study) in law, economics and finance, political science, public administration, engineering, urban and regional planning, territorial development, urban services, international relations or related disciplines;
- **Good command of planning, programming and implementing projects in areas covered by local authority mandates.**

5.3. Experience

- **At least 10 years of experience** in a management position in an international or regional organisation, a public institution, ideally related to local governance or territorial development in Africa;
- **Proven experience** in strategic management, partnership development and financial resource mobilisation.

5.4. Skills

- Administrative, financial and accounting management
- Project management
- Fundraising
- Recognised leadership and ability to bring teams together in a multicultural environment;
- Excellent communication and representation skills;
- In-depth knowledge of the challenges of decentralisation and the development of cities and territories in Africa;
- Fluent in both official working languages of UCLG Africa (English and French); fluency in other official languages of the African Union is an asset.

6. Submission of Applications

6.1. Application deadline: 15 September 2025 at 5 p.m. (Rabat time)

- By post in a sealed envelope to the following address: UCLG Africa 22 rue Essaadyine, Hassan, 10020 Rabat, Morocco
- By email to the address: secretariat@uclga.org. Please mention in the subject line: "Application for the position of Secretary General of UCLG Africa"

NB. There is no application fee for submitting applications.

6.2. Contents of the application file

- Cover letter
- Curriculum Vitae signed by the candidate
- Certified copies of diplomas
- Criminal record extract from the candidate's place of residence, dated less than three months prior to the application
- dated less than three months prior to the application.
- References (list, names and contact details, title, company or institution, brief description of professional relationship, letters of recommendation)