



UCLG AFRICA  
United Cities and Local Governments of Africa  
Cités et Gouvernements Locaux Unis d'Afrique  
CGLU AFRIQUE

**CALL FOR APPLICATIONS FOR THE POST OF DEPUTY SECRETARY**  
**GENERAL**

UCLG-A is the representative organization of African local governments, whose headquarters are located at 22, rue Essaadyine, Hassan in Rabat, Morocco, where it enjoys diplomatic status as an international Pan-African organization. UCLG-A is also the regional section for Africa of the World organization of United Cities and Local Governments (UCLG).

UCLG-A was created to achieve three basic goals:

- Promoting decentralization and the recognition of local governments as a level of governance that is endowed with legal personality and political and financial autonomy;
- Strengthening the capacity of local governments to provide better services to the population, and support and train the national associations of local governments to better organize themselves to ensure an effective political dialogue with national governments, civil societies, the private sector, the development partners, and the international community on the implementation and evaluation of decentralization and cooperation policies;
- Carrying the voice of local authorities of Africa and representing them on the Pan-African and international levels.

To achieve its goals, UCLG-A recruits its Deputy Secretary General.

## **TERMS OF REFERENCE**

<b>Reference</b>	SGA/01
<b>Position</b>	Deputy Secretary General
<b>Under the authority of</b>	Secretary General, UCLG-Africa

### **MISSION:**

- Ensuring the Acting Secretary General in case of absence or incapacity and exercising the tasks that will be assigned to him by delegation from the Secretary General ;
- Ensuring the daily management of UCLG-A and taking all decisions that are necessary and useful for this purpose ;
- Organizing, coordinating and supervising the work of the different departments at the headquarters, as well as that of the regional offices of UCLG-A ;
- Establishing, in consultation with the heads of the various departments and regional offices, the goals of these departments and regional offices, the timetable for their implementation, monitoring their implementation, as well as taking corrective actions ;
- Ensure the compliance of these accomplishments in compliance with the procedures and calendar of actions and according to the agreements entered into by UCLG-A with its internal and external partners, particularly in terms of reporting and timeliness.

### **KEY RESPONSIBILITIES**

The Deputy Secretary General is the second in charge of the administration and management of UCLG-A. He receives as such the necessary delegations of the Secretary General. Specifically, he assumes the following responsibilities:

1. Supervision of the preparation, organization and reporting of the statutory meetings of UCLG-A and UCLG.
2. Convening, presiding, moderating and reporting on the coordination meetings of the various departments of the Secretariat every fifteen (15) days, that are open to directors of regional offices; and monitoring of the decisions made.

3. Negotiation of goals to be achieved, roadmaps and performance of the various departments and regional offices to be submitted to the Secretary General for approval; and supervision of the progress in the implementation of the various programs, action plans and projects in line with the goals set.
4. Guarantor of the implementation of decisions made regarding staff management in connection with the Chief of Staff and Operations Manager: design of job descriptions; recruitment; payroll; training; annual evaluation; motivation; promotion; sanctions.
5. Stimulation and supervision of the regional offices: organization of the communication and animation procedures between the headquarters and the regional offices; production of guidelines to supervise the work and measure the performance of regional offices; establishment of mechanisms of support to the activities of the regional offices; supervision of the strategic intelligence functions, lobbying and regional offices of initiative to broaden the network of members in their respective regions ; ensure linkages with the regional economic communities and technical and financial partners that are active in the field of local governments within the region, and provide targeted support to members, in particular in their dialogue with the national state and other relevant stakeholders in the various countries of the region.
6. Supervision to ensure good and sound accounting and financial management of the organization in collaboration with the Chief Financial Officer: strict respect of procedures, deadlines, budgets voted, and compliance of reporting with the requirements of the agreements signed with financial partners; cash flow management; forward planning of the programs and associated budgets and of their implications on the forward planning of Cash Flow; supervision of the preparation of balance sheets and periodical and annual Profit & Loss accounts on which he reports on a regular basis to the Secretary General; issuance of guidelines for the elaboration of the draft annual budget and supervision of the preparation of that budget whose project is submitted to the arbitration of the Secretary General and to appreciation of the Financial management commission; supervision of the annual accounts audit work and of the annual production of the corresponding reports accounts.
7. Supervision of the administrative and support activities: maintenance of protocol relations with the competent authorities of the country where the headquarters of the organization are located; supervision of the maintenance of UCLG-A's administrative records; supervision of the good functioning and security of the IT infrastructure and of the development and the acquisition in due time of the hardware and software that are necessary, as well as obtaining licenses and legal

operating permits; supervision of the establishment and proper functioning of the intranet and extranet of the organization; promotion within the organization of the Knowledge Management culture ; Supervision of the coding and archiving of the organization's documents.

8. Supervision of the definition and of the implementation of the internal and external communication strategy of the organization; supervision of the management of media relationship and of the image of the organization.

9. Organizing the activity of fundraising for programs and projects of the organization.

10. Consolidation of relationships with members and partners, in particular through the organization of, intelligence activities, satisfaction and image surveys, as well as targeted promotional activities.

## **PROFILE:**

The candidate to the position of Deputy Secretary General, coming from one of the five sub-regions of UCLGA, must meet the following criteria:

## **TRAINING**

- Hold a graduate or university in one of the following areas: Engineering Science, Architecture, Urban Planning, Regional Economics, Political Sciences, Social Sciences, Public Administration, Law, Sociology, Anthropology, Geography, having a degree obtained five years after a G.E.D. or after A-level ("baccalaureate") at least, or equivalent.

## **PROFESSIONAL EXPERIENCE**

- Having a good knowledge of decentralization in Africa, of local authorities and of decentralized administrations;

- Having a good knowledge of development partners and their financing procedures;

- Having experience in the design, management and evaluation of projects and programs;

- Having already gained experience of at least ten years in the management of organizations;

- Having successfully led a team of at least 20 people for at least 5 years;



- Being able to justify a successful experience in project management;
- Having already raised funds from development partners;
- Being sensitive to the development issues and challenges that Africa is facing.

## **PERSONAL SKILLS**

- Having a good working knowledge of UCLG Africa, and of French or English; the knowledge of the other working language is an asset; mastery of one of the following languages (Arabic, Portuguese, Spanish, German) is a plus;
- Good knowledge of the software programs used usually in the administration as well as accounting and financial management of an organization;
- Being able to have a strategic vision and a great ability to analyze problem and an ability to identify solutions;
- Having an ability to plan independently one's work and properly manage priorities;
- Having a high sense of leadership and a sense of delegation of powers;
- Having a real team spirit, and excellent organizational skills and rigor;
- Having a high sense of integrity, honesty and respect for moral values;
- Ability to work in a multicultural environment and under pressure.

## **Contract details**

Workplace: Rabat, Morocco

The contract is full time, for 2 years duration, and is renewable. It provides a trial period of 3 months.

Date of entry in service: 1<sup>st</sup> March 2017

Financial package is defined according to education, skills and experience

## **Content of the Application:**

The Application shall include:

1. A motivation letter stating the reasons for application and expected salary package;
2. Detailed Curriculum Vitae with photo;
3. Certified copies of the diplomas;
4. Work certificates and professional references;



**Deadline for submitting the Application:**

27 January 2017 at 17:00 GMT

**Address where to send the Application:**

All applications must be forwarded to the following address:

- by e-mail : [recruitment@uclga.org](mailto:recruitment@uclga.org); [Secretariat@uclga.org](mailto:Secretariat@uclga.org);
- or by post :

**General Secretariat of UCLG-Africa**  
**22 Essaadyine Street, Rabat-Hassan, 10020, Morocco**  
**Tel : +212 537 260 062/063; Fax: +212 537 260 060**

**Follow up to the application**

UCLG-Africa reserves the right to contact only the short-listed applicants.