

**#** UCLGmeets

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APPLICATION PACKAGE  
FOR THE POST OF  
**SECRETARY  
GENERAL OF  
UCLG**

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May 2017

# Application Package for the post of

## **SECRETARY GENERAL**

United Cities and Local Governments  
(UCLG)

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Barcelona, April 2017

**Subject: Application for the post of Secretary General**

Dear Applicant,

Thank you for expressing interest in the post of Secretary General.

One of UCLG's main objectives is to ensure that the interests of local governments, and of the citizens they represent, are fully taken into account in global governance. It is essential to our work to have a dynamic and proactive team that pursues an ambitious programme on behalf of our members.

Our World Secretariat, based in Barcelona, comprises a multicultural team of around 25 enthusiastic professionals who facilitate connections with a broad global network of over 240,000 members, as well as with the international community.

During the past 6 years, UCLG has undergone significant renewal, both of its teams and in its international role, leading to enhanced visibility on a global scale. It has broadened its partnerships with civil society and tightened relations with the ecosystem of international local government associations. As we enter the implementation phase of the 2030, Habitat III and Paris Agendas, we are looking for a motivated candidate willing to take on the challenge to lead the UCLG team in implementing the priorities identified by our members and to facilitate the strategic visioning process of the organization's Governing Bodies.

UCLG needs to consolidate as a diverse, inclusive organization, adapting to the changing international environment and new demands from the membership.

We are therefore looking for candidates with a clear vision of the role that local governments need to play in international governance. He/she should have an interest in current global issues and knowledge of international institutions and decision-making processes. Candidates should also have a demonstrated ability to facilitate international partnerships.

In addition, we are looking for strong management skills to put to the service of an articulate, multicultural team. Political and cultural sensitivity are therefore a must as is the ability to promote consensus, to motivate a team and to achieve results. Analytical and language skills are also prerequisites for this role.

The package enclosed provides information on the job description and expands on the personal profile we are looking for. Further information about UCLG and our work can be found on our website at [www.uclg.org](http://www.uclg.org).

We would be delighted to receive your application if you think you are the motivated individual we are looking for.

Yours sincerely,

**Mpho Parks Tau**  
President of UCLG

# **ABOUT UNITED CITIES AND LOCAL GOVERNMENTS**

Formed in May 2004, United Cities and Local Governments (UCLG) is a global network of cities, and local, metropolitan and regional governments, and the largest organization of local governments in the world.

UCLG is the result of an international movement of local and regional governments and their national associations dating back to 1913. This international municipal movement was initiated on the basis that there is a unique perspective that local and regional governments can provide to global challenges, and that responsibilities cannot be faced by one city, nation or actor alone. With this mandate, UCLG represents and defends the interests of local and regional governments on the world stage, regardless of their size or affiliation.

Representing over half of the world's population with a membership that includes more than 240,000 local governments, metropolises and regions and 175 national associations of local governments in over 140 United Nations Member States and all world regions, UCLG is the united voice and world advocate of democratic local self-government, promoting its values, objectives and interests, through cooperation between local governments and within the wider international community.

UCLG has a unique convening role as a network of networks and facilitates the representation of local and regional governments in major international events, including UN conferences on climate change and disaster risk reduction, forums on local economic development and international events on peer learning, among many others.

## **UCLG Presidency**

The Presidential team of UCLG is elected by the World Council every three years on the basis of a simple majority, to ensure they have a full democratic mandate conferred to them by local elected officials from across the world. According to the UCLG Constitution, the members of the Presidency shall hold a local electoral mandate; they must also be at the head of a) a local government or b) a national association of local governments.

The election of the whole of the Presidential team is a global process, responding to a call for candidatures. The Presidency of UCLG represents the World Organization as a whole.

## **Operational Structure**

### ***A. World Secretariat***

The World Secretariat is the executive arm of the organization. Within the mandate given by the Governing Bodies and in close consultation with the membership, it has a creative role in inspiring the agenda of the deliberative- and decision-making bodies, and in the implementation of the decisions of these bodies. It provides the Governing Bodies and the membership with findings, ideas and research that can influence their actions. The World Secretariat is further responsible for communication with global partners, publishing the work of the World Organization and facilitating contact among the membership.

## ***B. Regional Sections***

The organization is represented through **7 Regional Sections**: UCLG Africa, UCLG-ASPAC, UCLG Eurasia, the Council of European Municipalities and Regions (CEMR), the Latin American Coordination of Local Authorities for Unity in Diversity (CORDIAL), UCLG-MEWA and UCLG-NORAM; as well as **1 metropolitan Section**, Metropolis, and **1 Section dedicated to regional governments**, the Forum of Regions (UCLG Regions).

These Sections establish their own constitutions and governing bodies and are set up as independent legal entities. They are part of the World Organization's operating structure. Regional Sections coordinate and facilitate membership and provide the World Organization with institutional support to pursue its mission and objectives within their agreed geographical or thematic area.

## ***C. Committees and Working Groups***

UCLG has **Committees and Working Groups** working on specific thematic areas, approved by the World Council. A complete list of these Committees and their work can be found on the UCLG website.

## **How UCLG is funded**

The majority of UCLG's funding comes from its members' annual membership fees. These are calculated for each country, based on a formula that combines GDP and population.

In addition, UCLG implements programmes funded by international institutions, such as the European Union and United Nations, among others.

## **UCLG-EU Strategic Partnership**

The first **Strategic Partnership** between the major global and regional associations of local governments and the European Union was signed in January 2015 between UCLG and the European Commission.

The strategic partnership is for a period of six years, up to the end of 2020. Through this partnership, the EU has **recognized the role of municipalities, towns, cities and regions** as policy and decision makers in addressing global challenges, and in implementing the shared global agendas at local level.

# **JOB DESCRIPTION**

## **Secretary General**

### **MISSION**

Within agreed policies, priorities and resources, the Secretary General must ensure that UCLG is and remains an effective, influential, well-managed and respected organization that:

- Promotes strong and effective decentralization and democracy around the world
- Encourages mutual learning and capacity-building
- Successfully acts to further and protect the interests of local and regional governments and their associations before the international community, in particular the United Nations
- Facilitates contact among members and enhances their opportunities for international visibility
- Fosters renewed partnerships with relevant actors in the international community

### **MAIN RESPONSIBILITIES**

#### **Strategy, policy and representation**

##### ***Towards the international community***

1. Advising the Governing Bodies on the overall strategy, objectives and priorities of the organization, in order to maximize its influence and effectiveness.
2. Providing the Governing Bodies with good quality research and analysis on all key issues of importance to the international agenda of local and regional governments.
3. Advising the Governing Bodies on trends and developments in international institutions.
4. Developing tools to promote UCLG's policies and objectives effectively to the international community, in particular the United Nations and other international institutions.
5. Being the leading ambassador for the organization, and advocating for the interests of local and regional governments worldwide.

##### ***Towards members and partners***

6. Maintaining close and positive collaborations with UCLG's membership, taking into account their priorities and perspectives.
7. Keeping track of the evolving interests of the membership and partners, and advising the Governing Bodies accordingly.
8. Coordinating the networking activities of UCLG and its members to influence the decision-making of international institutions.

9. Bringing forward, wherever possible, proposals for common positions and solutions, which serve to unite the diverse perspectives and interests of the UCLG membership.
10. Contributing to good relations and partnerships with other relevant organizations, in particular international institutions and other specialized networks of local and regional governments.
11. Leading the development of relevant services for the membership, including timely information and advice on major developments.
12. Leading the development external communications (for members and partners) that are effective, attractive and accessible.
13. Guiding the World Secretariat in maintaining effective cooperation and partnerships with the UCLG Sections, facilitating the inputs of the Sections in the policy of the World Organization, and advising the Governing Bodies on the different interests and perspectives of the Sections.

### **Management**

14. Drawing up an annual or multi-annual work programme for the organization, based on clear objectives and priorities.
15. Providing overall good management of UCLG's World Secretariat, ensuring the development and implementation of high quality, cost-effective work and services.
16. Organizing the World Secretariat team, within resources, in order to deliver the work programme.
17. Supervising work at the Secretariat.
18. Leading, motivating and developing the staff teams, in line with the organization's values, ensuring the highest standard of professionalism and performance, including their capacity to take on new challenges.
19. The definition, implementation and monitoring of working processes that are up-to-date and innovative, making use of available technologies to maximize efficiency and quality of work.
20. Ensuring that the budgets and finances of UCLG are effectively managed, and that its financial health is maintained, in line with the decisions of the Financial Management Committee, and working in cooperation with the internal and external auditors.
21. Monitoring budgets and guiding the Financial Director in guaranteeing that externally funded contracts are well managed, and that good quality financial reports are presented to the relevant bodies.

# CANDIDATE SPECIFICATION

## **Experience**

The Executive Bureau, by recommendation of the Committee on Statutory Affairs, underlined the following key criteria for selection:

1. The ideal candidate should have a demonstrated experience in the field of local governments.
2. He/She should further have the academic background and skills to manage a complex matrix based organization.
3. Experience to engage with international organizations and donor institutions.
4. The ability to manage an international team and working experience in multilingual environments.

## **Knowledge and understanding**

5. Very good understanding of the key international issues and challenges facing the world, and of their impact on local and regional governments.
6. Good understanding of the international governance structure and of the multilateral system.
7. Very good understanding of the working of key international institutions, in particular their decision-making processes, namely UN Agencies, international institutions, donor programmes and international civil society organizations.
8. Knowledge of the general systems of local and regional government across the world.
9. Proven capacity to propose, implement, supervise and account for externally funded programmes.
10. Knowledge of the existing international networks of local authorities.

## **Abilities and skills**

11. Strong strategic and analytical skills, including the ability to prioritize effectively.
12. Diplomatic skills, including the ability to negotiate and achieve consensus and solutions to sensitive problems, where relevant across political party and national boundaries.
13. Excellent interpersonal, cooperation and communication skills (written and oral).
14. Skills to support the advocacy efforts of a team and leadership promoting the organization's objectives to external decision makers.
15. Ability and motivation to lead, manage and motivate a small, multinational team in a continually changing context.
16. Proven ability to manage finances and other resources effectively.
17. Proven ability to deliver practical results in a timely manner.

### **Personal attributes**

18. Commitment to the principles and values of local and regional democracy and self-government.
19. Capacity to share information with colleagues and to train and support team members.
20. Interest in global policy and trends.
21. Capacity to bridge cultural barriers and flexibility in approaches to work.
22. Interested in innovation both at policy and work environment level.
23. Proven negotiation and diplomatic skills in international environments.
24. A team player with a strong sense of integrity, loyalty, discretion and respect for others.

### **Languages**

25. Excellent knowledge (oral and written) of at least one of the official working languages of UCLG (English, French, Spanish) and a high level of competence in another. Knowledge of additional languages is an advantage.

### **Availability to travel**

26. The Secretary General must be available for a large amount of travel, including frequent overnight and longer absences.

## HOW TO APPLY

If you are interested in this position and wish to receive additional information before deciding whether to apply, please contact the UCLG Secretariat at: [hrr@uclg.org](mailto:hrr@uclg.org)

**The deadline for formal applications is 1<sup>st</sup> of July 2017.**

Applications should be sent by email to: [hrr@uclg.org](mailto:hrr@uclg.org) with the reference: SG

Applications should comprise the following documentation in English:

- **A letter of motivation**, briefly explaining why you are interested in the post and the main qualities you would bring to it (max. 2 pages, single-sided).
- **A Curriculum Vitae (CV)** giving information about yourself, in particular your employment history (including salary information), educational/professional qualifications, language skills, and other relevant matters (max. 4 pages, single-sided).
- **A short statement explaining how you meet the points set out in the candidate specification** (*this may be combined with the letter of motivation; max. 1 page, single-sided*).
- **The names and contact details of two people who can give a reference on your behalf.** Please state if you do not wish us to contact (either of) them without your express prior agreement.

## SUMMARY OF THE SELECTION PROCESS

In accordance with the recommendations adopted by the Executive Bureau, the recruitment process will answer to the following principles:

1. It will be a **global process**, advertised internationally.
2. It will be a **selection process** based on the capacity of the candidate to fulfil the requirements of the post.
3. It will be a **transparent and open process** with clear steps undertaken.
4. Matters of diversity and equality are critical to the organization as a whole and would also be taken into account in the recruitment process.

The above principles have been translated into the following steps and timeline:

**Job description:** The job description and selection process are a proposal of the UCLG Presidency to the Committee on Statutory Affairs, and approved by the Executive Bureau.

### **Selection Panel:**

1. An agency will be appointed to support the advertisement and shortlist candidates.
2. A selection panel, composed of members of the Presidency and other representatives, will interview shortlisted candidates and recommend a candidate.

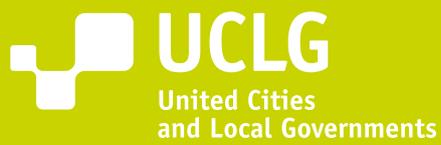
**Deadline:** Following the publication of the call in international media, candidates are invited to send documentation by **1<sup>st</sup> July**.

**Short-listing:** An external agency will short-list candidates during July-September.

**Interviews:** Carried out by the Political Panel, and will take place in September-October.

**Appointment:** The Panel will present their recommendation to the Committee on Statutory Affairs, to be submitted to the Executive Bureau, in October-November.

The appointment of the new Secretary General will take place at the Executive Bureau Session in Hangzhou, at a date to be defined in October-November.



[www.uclg.org](http://www.uclg.org)

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