

Vacancy Announcement

Uganda Local Governments Association (ULGA) is an umbrella organisation that brings together Local Governments in Uganda. The mandate of ULGA is to advocate for the interests of all Local Governments, promote unity and a common position amongst Local Governments on national issues that affect local governance and contribute to capacity building for efficient and effective services to members.

ULGA with the support of the Department For International Development (DFID) wishes to recruit persons who are experienced and self-motivated to fill the positions of **Governance Technical Assistants** existing in Gulu and Lira District Local Governments.

Overall responsibility

Reporting to District Chairperson and working in liaison with the CAO, Clerk to Council, and other relevant staff (on day to day basis)¹, the Governance TA will be responsible to support the Chairpersons, District Executive Committee, Council Committees and Council in general to function and perform the respective oversight and accountability/responsiveness functions with greater efficiency and effectiveness.

Indicative Tasks

Supporting the oversight function will require among others:

1. Supporting the district chairperson and council to get information from the technical staff through for example participation in the DTTC and contracts committee meetings and give feedback to the chairperson accordingly, including providing written technical briefs;
2. Supporting the district chairperson and council to get information from the lower local governments (sub-counties)
3. Supporting the district chairperson and council to plan for and conduct monitoring and evaluation activities.

Supporting the accountability and responsiveness functions will require among others

4. Identifying and prioritizing the information needs of the districts' citizens and organising the collection and dissemination of the identified information;
5. Supporting the councilors to give feedback to the constituents through for example managing help lines [??] and establishing and maintaining the District (Public) Information Bureau (Centre);
6. Preparing the quarterly state of district reports for the District Chairperson;
7. Organizing for Press conferences and other media meetings;
8. Supporting the community management structures at Service Delivery Units (e.g. SMC, HMC etc..) to perform their functions.
9. Supporting the community consultation and participation processes;

General roles

10. Support the council in the execution of the roles and responsibilities on a day to day basis.
 11. Documenting lessons learnt and support to the management of council records;
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12. Liaison with other local, lower local and central government officials;
13. Liaison with ULGA

Qualifications

1. Master's Degree in Public Administration, Development Studies, Law or any relevant field;
2. At least 10 years experience focusing on local governance and decentralization;
3. Excellent writing, analytical, communication, presentation and interpersonal skills;
4. Familiarity with the legal framework in Uganda and working experience in northern Uganda is highly desirable;
5. Demonstrated negotiation and facilitation experience; and
6. Self-motivated and able to work with a minimum of guidance.

Deadline for receiving Applications: Tuesday 16th March 2010.

Applications addressed to:

The Secretary General

Uganda Local Governments Association

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Kampala

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