Position Description

**Job Title:** Africa Local and Regional Government (LRG) Coordinator

**Commencement Date:** March 2022  
**Contract Term:** 12 months, full-time (with potential renewal subject to funding)

**Location:** Negotiable: in proximity to the PSI regional office in Lomé, Togo, or subregional office in Johannesburg, Beirut or Nairobi; or remote, from a major African city with good transport links.

**Travel required:** 10%-20%, depending on the pandemic  
**Team:** PSI Africa and Arab Countries Region

**Overall responsibilities:**

The Africa Local and Regional Government (LRG) Coordinator will work with Public Services International (PSI) staff and affiliates to set a trade union strategy for implementing the memorandum of understanding with United Cities and Local Governments Africa (UCLG Africa) for PSI and then develop joint actions with UCLG Africa. The Coordinator will lead the development of a trade union implementation plan for the fulfilment of MoU with UCLG Africa, in close cooperation and coordination with PSI Regional and Sub-regional staff in Africa and the Arab Countries (PSI AAC) and with the PSI Local and Regional Government (LRG) Officer at PSI Head Office (HO).

**The key responsibilities of the role include:**

1) **Research, advocacy and social partner engagement**

- Engage with PSI LRG affiliates across the PSI AAC region to understand the challenges faced by LRG workers and identify opportunities for union growth and social dialogue
- Conduct an in-depth mapping of opportunities in the sector for joint work with UCLG Africa with a focus on LRG services and cities in the region (large and intermediary cities) and submit the information to PSI structures in the form of a report, jointly with an engagement strategy and concrete recommendations for action on the ground
- Based on the mapping, support PSI regional and sectoral staff - and in dialogue with UCLG Africa and its members – to jointly develop plans for constructive social dialogue and/or shared campaigns and/or partnerships in five African cities for quality local public services
• Identify potential joint advocacy opportunities for unions and local government to advocate for QPS and social dialogue to national and regional governance bodies that effect provision of public services

• Conduct assessment and develop recommendations for follow-up with high-impact local action proposals for 2023-24

• Finalise the selection of five cities, including identifying partnership topics and brokering with UCLG Africa members and local stakeholders for 2023 launch

2) Project management and financial reporting

• PSI’s implementation of the MoU with UCLG Africa is partly funded by an external donor. As such, the Africa LRG Coordinator will need to:
  o Maintain project management systems to ensure activities are planned, executed, evaluated and delivered within budget with the impact intended
  o Feed into wider funding and monitoring reports by delivering budget indicators and evaluations in a timely and accurate manner
  o Keep good track and timely accountability of all expenses incurred as part of the project implementation work.

3) Communication & representation

• Prepare internal (to PSI team and PSI LRG affiliates) and external communication (to UCLG Africa and related stakeholders) relating to the project

• Maintain regular formal and informal contact with social partners

• Draft narrative and financial reports for donors and PSI governance bodies on a timely basis and as requested by the PSI AAC Regional Secretary and the LRG Officer

• Provide media content for PSI Comms for mainstream and union-targeted communications

• Represent PSI to affiliates and in other fora where necessary, such as African Union, African Development Bank, UN Habitat.

Other related duties as assigned as per text of the MoU.

Selection criteria:

Please respond to the below selection criteria in your covering letter.

1. Content expertise:

   a. At least three years’ experience in African union movement, either regionally or nationally. Experience of other similar membership based, or federated organisations will be considered for the right profile

   b. Demonstrated understanding of issues in local and regional governments, urban policies, local public service delivery and the challenges and opportunities related to trade unions and local governments in Africa and Arab Countries

   c. Proven knowledge of social partnership and collective bargaining skills and an ability to negotiate constructively

   d. A strong understanding of relevant regional and global multi-lateral organisations (e.g. African Union, African Development Bank, Covenant of Mayors in Sub-Saharan Africa, etc.)
e. Knowledge of coalition building and/or trade union organising

2. Skills and attributes:

a. Strong project management skills
b. Ability to develop a strategy
c. Demonstrated experience in research and/or trade union mapping
d. Network coordination skills and ability to work with a complex set of stakeholders
e. Ability to identify opportunities to build long-lasting partnerships, build trust and collaboration among social partners and engaging stakeholders around a shared vision for local quality public services
f. Trade union negotiating skills and/or a track record of working jointly with social partners
g. Strong presentation skills, with the proven ability to effectively communicate complex information to diverse groups
h. Intercultural and interpersonal skills
i. Strong time management and task coordination skills
j. Excellent written English, with demonstrated experience drafting advocacy materials and timely, accurate reports for internal and external accountability. French and/or Arabic highly desirable.
k. Demonstrated commitment to gender equality and experience working to advance gender equality within organisations or movements

3. Experience:
   At least 3 years’ experience in the trade union movement at the national, regional or global level. Applicants with equivalent experience in a civil society or membership-based organisation and a demonstrated understanding of trade unions will be considered. Experience in the context of local and regional government or promotion of quality public services is a strong advantage. Experience in social dialogue, collective bargaining or working with social partners as well as experience in coalition building will also be considered a major advantage.

4. Languages:
   Ability to write and speak fluently in English; French and/or Arabic highly desirable.

Line management: The Africa LRG Coordinator will report to the Sectoral Officer for Local and Regional Government at Head Office for strategic sectoral matters, but work under the day to day supervision of the PSI Africa and Arab Countries Regional Secretary. The Africa LRG Coordinator will work closely with HO projects staff for the project management, finance and reporting functions.

Cross-functional links: The position will work closely with the PSI regional staff based in Lomé, Togo, relevant subregional staff and will regularly liaise and coordinate with the Policy Officer for Local and Regional Government based at the PSI Head Office. Coordination and regular communication will also be necessary with PSI Project and Union Development staff.

Salary and conditions: Negotiable, depending on desired location.