UCLG Africa is the umbrella organization and united voice of local governments in Africa. It is the voice for over 350 million African citizens and has regional offices across the continent. UCLG Africa is a founding member of the world organization, United Cities and Local Governments (UCLG) and is the regional representative for UCLG. It is currently headquartered in the City of Rabat, Morocco, where it was awarded diplomatic status as a Pan-African International Organization.

UCLG Africa vision is “Building African Unity and Driving Development from the Grassroots.” And its main goals are: To promote decentralization in Africa and African local governments; to contribute to the building of African Unity through local government dynamism; to support the setting up and empowerment of national associations of local governments to deliver on their mandates and to promote an exchange of experiences and best practices among African local governments and with local governments from other regions of the world, the flagship of such platforms of exchange being the Africities Summits organized by UCLG Africa on a triennial basis.

As part of the preparation of the Africities Summit, UCLG Africa recruits, from February 01, 2018 onward, for a period of six (6) months renewable, two interns within the General Secretariat in Rabat. The terms of reference of the internship are stated below.

Applicants must submit their application no later than January 25, 2018 at 17 hours, by e-mail to the following address: Secretariat@uclga.org.

The application file must include:
- A cover letter
- A detailed CV and supporting documents (certified copies of diplomas, certificates, etc.) bearing the applicant’s contact details.

Terms of Reference
Recruitment of two (2) Interns

Tasks to be performed
1. Establishment of the mailing list for the issue of the invitations to the Africities Summit 2018.
   - Collation of the lists of participants in the last three (3) editions of the Summit (Marrakech 2009, Dakar 2012 and Johannesburg 2015):
   - Consolidation of databases; verification of coordinates; categorization of actors and participants.
2. Establishment of the files of participants in the different sessions:
   - Files of the organizers of sessions
   - Files of Presidents of sessions
   - Files of facilitators-moderators of sessions
   - Files of the Sessions’ Chairs
   - Files of rapporteurs
   - CV, Photos
4. Preparation and support to the mobilization for the Africities Summit 2018
5. Monitoring and feedback of the mobilization campaign (Daily, Weekly and Monthly)
**Required abilities**
- Ability to plan and organize work in a timely manner and to work under pressure.
- Alertness and team spirit.
- Ability to communicate effectively,
- Ability to work in a multicultural and multi-ethnic environment and with respect for diversity.
- Knowledge of New Technologies
- Good command of the usual office tools (Word, Excel, Access, Word Publisher, PPT, Outlook...).

**Training**
The intern must have a university degree or equivalent. Otherwise, a diploma of Administrative Secretariat and / or Academic qualifications appropriate to the skills required for the position.

**Languages**
**English** and **French** are the working languages of UCLG Africa. For this internship, a good knowledge of the two languages in writing and orally would be an asset.