

## Job opportunity

**Job title:** Project Officer, Eswatini  
**Contract Term:** 2 years: **(a valid permit is required to work in Eswatini)**  
**Salary:** £24,000 - £26,000 per annum

The Commonwealth Local Government Forum (CLGF), in partnership with the Ministry of Housing and Urban Development, is looking to employ a project officer to support the delivery of its projects in Eswatini. The role is based in Mbabane, Eswatini and reports to the Regional Programme Manager (Southern Africa). The duration of the contract is two years and **please note that a valid permit is required to work in Eswatini.**

As well as excellent project management and communication skills, the postholder will have a good understanding of accessing and managing donor finance and building strong relationships.

Full details, together with the job description and person specification can be found below.

### To apply

Applicants should email a Curriculum Vitae and a covering letter setting out how they meet the requirements of the role, as set out in the person specification to: [recruitment@clgf.org.uk](mailto:recruitment@clgf.org.uk) by 16.30 Pretoria time, on 13 November 2019.

Please note that only shortlisted candidates will be contacted.

## Job description and person specification

<b>Job Title:</b>	CLGF Project Officer (Eswatini)
<b>Reporting to:</b>	Regional Programme Manager (Southern Africa)

**Contract term:** 2 years (a valid permit is required to work in Eswatini)

**Salary:** £24,000 - £26,000 per annum

The Commonwealth Local Government Forum (CLGF) in partnership with the Ministry of Housing and Urban Development is looking to employ a project officer to support the delivery of its projects in Eswatini. The postholder will be based at the Ministry of Housing and Urban Development in Mbabane, Eswatini. Reporting to the Regional Programme Manager (Southern Africa). The postholder will work closely with local and central government stakeholders and project partners in Eswatini to support the successful planning, management, implementation, M&E and reporting of the project partners' work, focused on strengthening local government, local economic development and the participation of women in social and economic development in Eswatini.

CLGF is looking for a good communicator to share the learning from the project in an accessible way. The postholder will work closely with project partners: the Ministry of Housing and Urban Development; the Ministry of Tinkhundla Administration and Development; Eswatini Local Government Association; local governments; and other stakeholders, including Eswatini Gender Links.

Good project management skills, excellent relationship building, communication, and understanding of accessing and managing donor finance are essential.

### Responsibilities

#### a) Project planning and management

- i coordinate an implementation plan and provide on-going project coordination, monitoring, and evaluation, and reporting against the plan and related budgets;
- ii facilitate financial transfers to partner projects and monitor project spending in close coordination with the Regional Programme Manager and the Director of Finance;
- iii coordinate and mobilise technical assistance and capacity building support for CLGF project implementing partners in Eswatini;
- iv develop annual project plans and budgets and guide project partners in Eswatini to ensure the achievement of annual project targets; and
- v support overall programme administration.

#### b) Promoting the participation of women in socio-economic development:

- i. coordinate with CLGF partners: the Ministry of Housing and Urban Development; the Ministry of Tinkhundla Administration and Development; Eswatini Local Government Association; local governments and other stakeholders, including Eswatini Gender

Links, to promote the participation of women in local governance through the promotion of women networks;

- ii. promote the participation of women in local economic development initiatives through the creation of a more enabling local environment; and
- iii. coordinate with CLGF partners to build the capacities of women to participate in local governance and economic development effectively.

**c) Project communication and knowledge sharing:**

- i. contribute to the development of communications materials to inform stakeholders and the public of key project activities and results in line with the project communications strategy;
- ii. assist in communicating progress, risks, expectations, timelines, milestones and other key project metrics to project partners; and
- iii. support the development and dissemination of project knowledge products as envisaged in the project communication plan.

**d) Contributing to the development and maintenance of effective relationships with partners:**

- i. liaise regularly with the local DFID offices in Eswatini and other relevant development partners to raise awareness of CLGF's work and to identify opportunities for greater coordination and partnership;
- ii. Liaise with Project partners; Ministry of Housing and Urban Development, Ministry of Tinkhundla Administration and Development and Eswatini Local Government Association, and other stakeholders to deliver CLGF projects successfully; and
- iii. Establish and strengthen strategic and program-relevant partnerships at all levels promoting work with national networks, adopting a proactive approach to achieving joint and sustainable results.

**e) Representing the organisation and undertaking duties assigned by HQ from time to time:**

- i. assist in the preparation and implementation of CLGF policy events/meetings, including the CLGF biennial conference;
- ii. represent and promote the CLGF at relevant events across Africa as assigned;
- iii. to undertake such other tasks and responsibilities as may reasonably be required.

**Education and experience**

- Bachelor's degree in Social Sciences, Gender Studies, Town Planning, Public Administration or other related fields.
- A Master's degree is an added advantage.
- At least 3 years of professional experience, preferably relating to project management or network development and coordination, particularly within the local government, international development or the voluntary sector.
- Knowledge and understanding of gender equity policies and practice in Eswatini and an interest in good practice towards gender equity and equality in the Southern Africa region.
- Experience in identifying funding opportunities, building relationships with donors and preparing applications.

- Experience of working on DFID funded projects would be an added advantage.
- Experience in project management, implementation, monitoring, evaluation, and reporting, as well as the use of project management tools.
- Experience of budgeting and financial management, preferably in an international context.

### **Knowledge and understanding**

- i. Effective analytical skills and good presentation of performance information to evaluate achievements.
- ii. Understanding of the Commonwealth and international institutions.
- iii. Knowledge and experience of local economic development an added advantage.
- iv. Understanding of local government and development policies regarding public sector/local government reforms, especially in Eswatini and the Southern African region.
- v. Excellent interpersonal skills, political awareness and sensitivity, and high standards of ethics and personal conduct.
- vi. Excellent written and oral communication skills.
- vii. Good knowledge of Microsoft Office.
- viii. Knowledge and relevant experience of working in Eswatini.

### **General**

- i Ability to work independently and within a small team.
- ii Sensitive to working in a multi-cultural environment.
- iii Able to be a good ambassador for CLGF and its work.
- iv Willingness to travel within the Southern Africa region and internationally as required.

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