

MINISTRY OF TERRITORIAL ADMINISTRATION AND DECENTRALIZATION -----	REPUBLIC OF CAMEROON Peace – Work – Fatherland -----
---	--

**ORDER No. 00136/A/MINATD/DCTD OF 24 AUGUST 2009 to
legally enforce the standard list of council jobs**

**THE MINISTER OF STATE, MINISTER OF TERRITORIAL ADMINISTRATION AND
DECENTRALIZATION,**

- Mindful of the Constitution;
- Mindful of Law No. 22/007 of 14 August 92 relating to the Labour Code;
- Mindful of Law No. 2004/017 of 22 July 2004 on the orientation of decentralization;
- Mindful of Law No. 2004/018 of 22 July 2004 to lay down rules applicable to councils;
- Mindful of Law No. 2009/011 of 10 July 2009 to lay down the financial regime of Regional and Local Authorities;
- Mindful of Decree No. 82/100 of 3 March 1982 to amend Decree No. 78/484 of 9 November 1978 to lay down the common provisions applicable to State employees governed by the Labour Code;
- Mindful of Decree No. 2004/322 of 8 December 2004 to form the Government, and its subsequent amendments;
- Mindful of Decree No. 2005/104 of 13 April 2005 to organize the Ministry of Territorial Administration and Decentralization,

HEREBY ORDERS AS FOLLOWS :

1. The positions to be filled in the services of City Councils, Subdivisional Councils and Councils shall be organized according to the general directives defined in the standard list appended to this Order.

2. A deliberation of the Board of the City Council or the Municipal Council shall determine the organization of structures provided for in the list appended to this Order, their component units, as well as the appellation and number of corresponding job positions.

3. (1) The structures provided for in the list appended to this order may be pooled, due notably to the related nature of their duties and based on the appreciation of the competent bodies of the City Council, the Subdivisional Council and the Council concerned.

(2) The pooling provided for in paragraph (1) above shall not affect the continuity of council public service, or jeopardize the smooth exercise of powers transferred in accordance with the law.

4. Due notably to its specificities and by deliberation of the Board of the City Council or the Municipal Council concerned, a specific duty or a set of activities may require the setting up of a structure not expressly provided for in the list appended to this Order.

5. (1) Recruitments to job positions provided for pursuant to this order shall be authorized by deliberation of the Board of the City Council or the Municipal Council, in accordance with the profiles adopted in the list of occupations appended in the annexe.

(2) Notwithstanding the provisions of paragraph (1) above, the recruitment of personnel from category 7 shall remain subject to the approval of the Minister in charge of Regional and Local Authorities.

6. With effect from its publication, City Councils, Subdivisional Councils and Councils shall, within a maximum deadline of 6 (six) months, comply with the provisions of this order which shall be registered and published in the Official Gazette in English and French./-

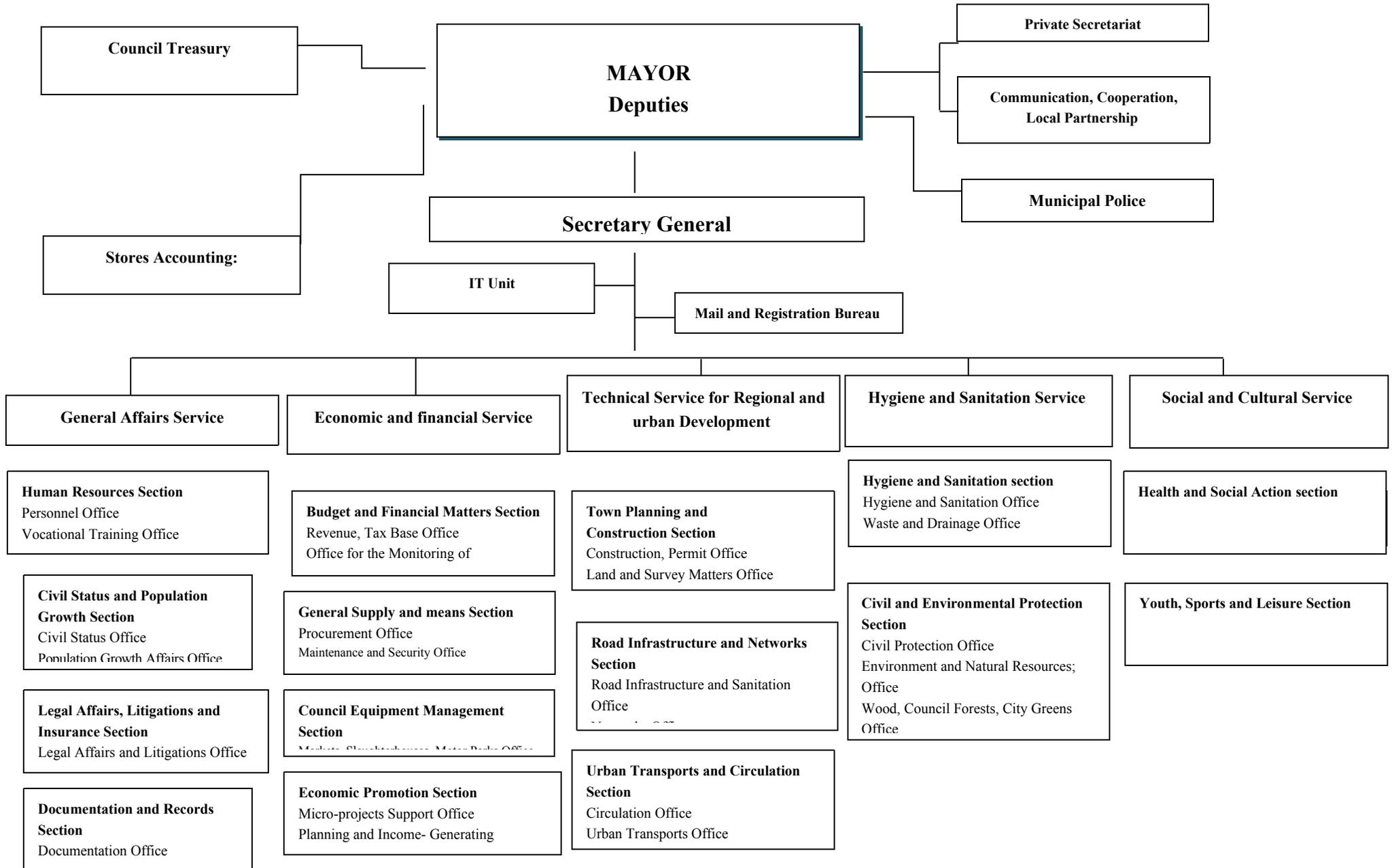
Yaounde, 24 August 2009

MARAFI HAMIDOU YAYA

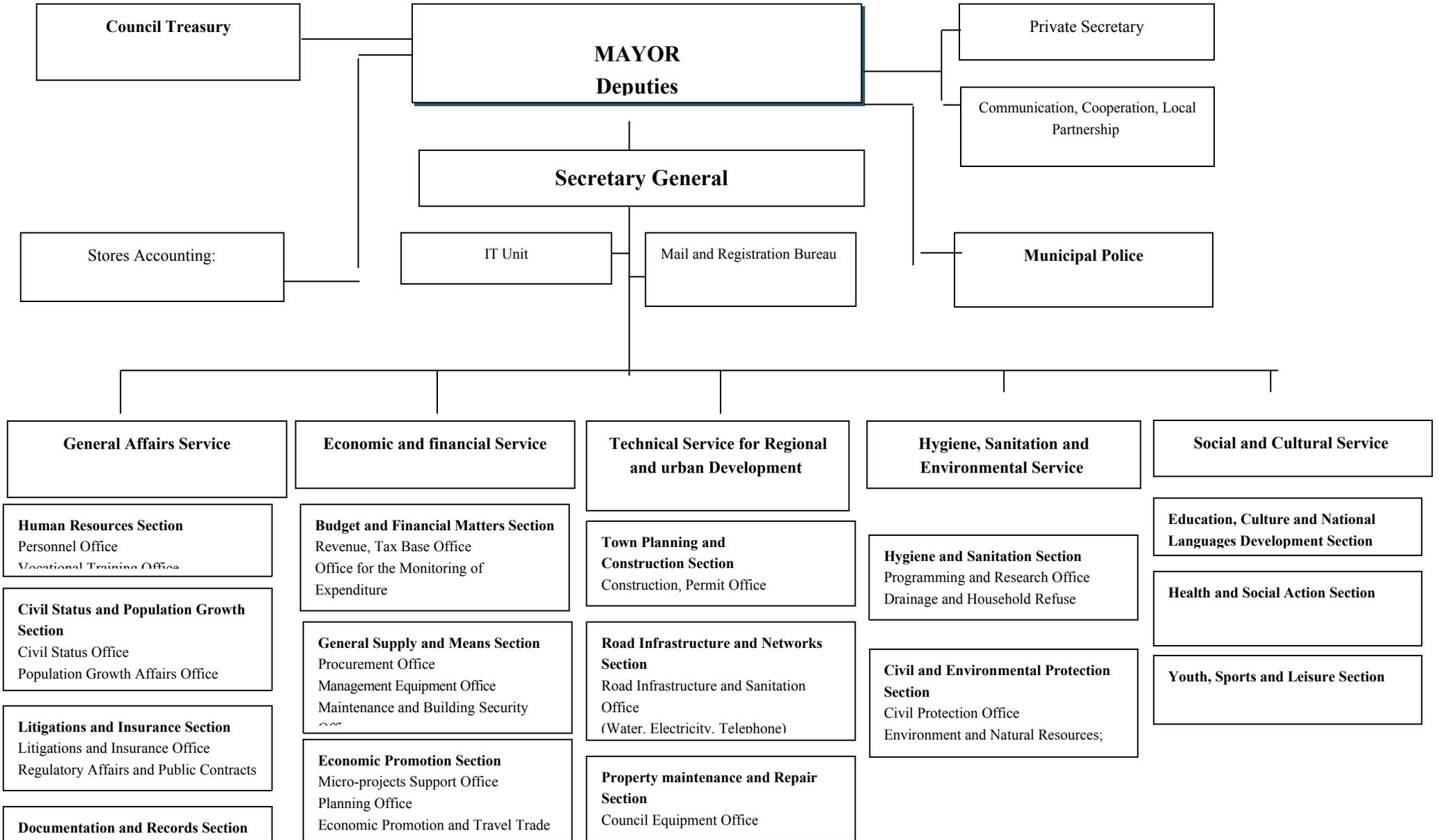
**MINISTER OF STATE, MINISTER OF TERRITORIAL
ADMINISTRATION AND DECENTRALIZATION**

Annex No.1 to ORDER No. 00136/A/MINATD/DCTD OF 24 AUGUST 2009 to implement the standard list of council jobs

COUNCIL ORGANIZATIONAL CHART

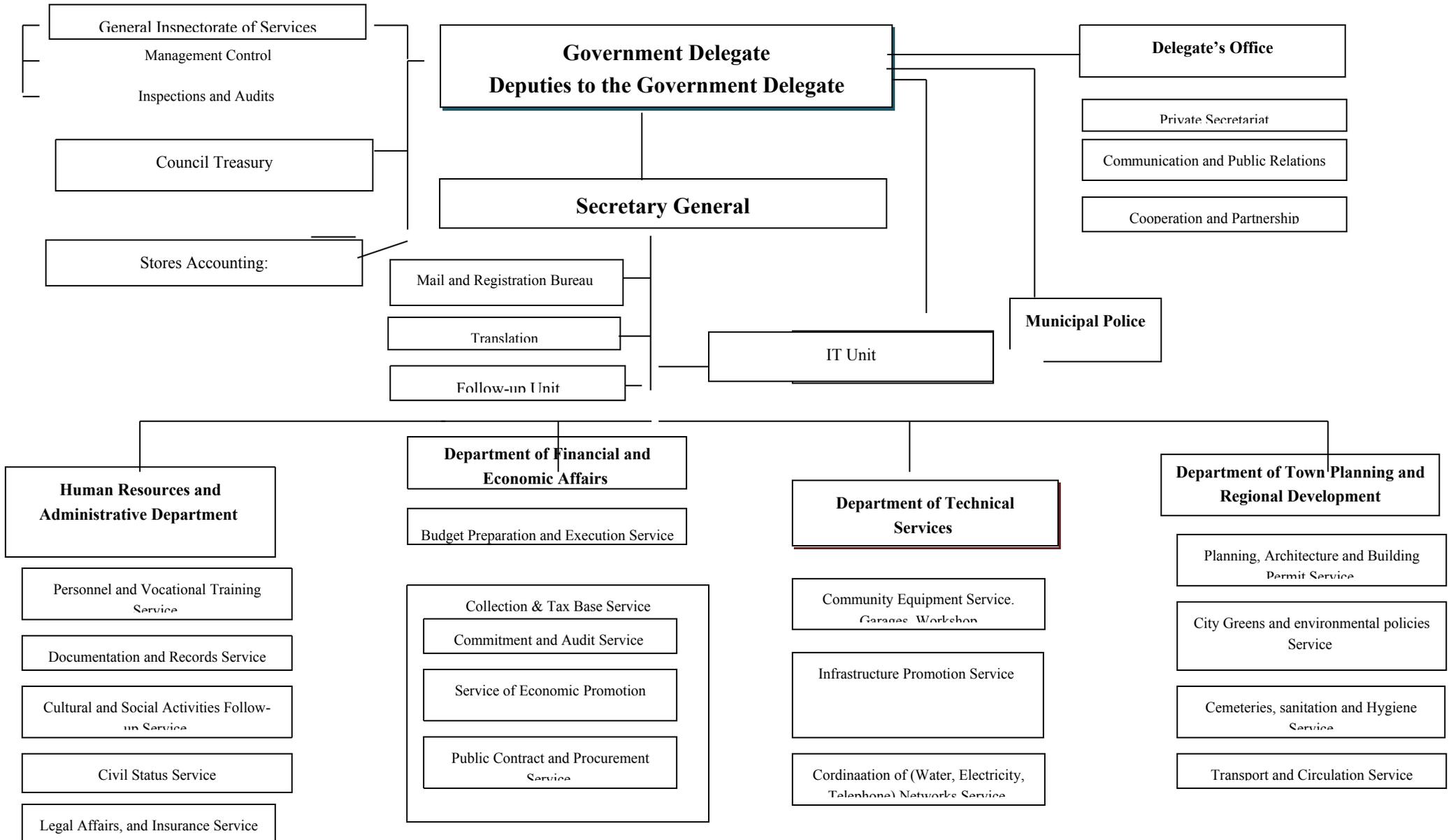


SUBDIVISIONAL COUNCIL ORGANIZATIONAL CHART



Annex No.3 to ORDER No. 00136/A/MINATD/DCTD OF 24 AUGUST 2009 to implement the standard list of council jobs

CITY COUNCIL ORGANIZATIONAL CHART



Annex No.4 to ORDER No. 00136/A/MINATD/DCTD OF 24 AUGUST 2009 to implement the standard list of council jobs

CONDITIONS AND PROCEDURE FOR THE RECRUITMENT OF COUNCIL PERSONNEL

CONDITIONS	PROCEDURE	CATEGORY	QUALIFICATION Diplomas and other certificates (See Decree No. 82/100 of 3 March 1982 to amend Decree No. 78/484 of 09 November 78 to lay down the common provisions applicable to State employees governed by the Labour Code)
Nationality Physical capacity Civic rights Good morals: - Age - Adherence to ratios (In accordance to the provisions of Section 39 of Law No. 2009/ of 10 July 2009 to lay down the financial system of the Regional and Local Authorities)	Application	1	No qualification and no elementary skills
	- Deliberation Council	2	No qualification but with elementary skills
		3	FSLC and equivalent
		4	FSLC + 2 years in secondary education and equivalent
		5	BEPC, GCE/OL (less than 4 subjects) and equivalent
	Recruitment decision SDO's approval	6	BEPC + lower sixth level and equivalent

Same conditions as above + prior approval of MINATD	Contract Approval of MINATD	7	Probatoire, CEFAM Cycle II certificate and equivalent
		8	BAC, GCE/AL and equivalent
		9	Probatoire, CEFAM Cycle I certificate and equivalent
		10	Licence or University degree and equivalent
		11	Doctorat, PHD, Design and Operations Engineer and equivalent
		12	'Agrégation' (high-level competitive examination for the recruitment of lecturers) and equivalent

**Annex No.5 to ORDER No. 00136/A/MINATD/DCTD OF 24 AUGUST 2009 to implement the standard list
of council jobs**

Table 1 : Occupational groups per sector

: 'Management and Resource Management' Sector		
Occupational Group	Occupation	Job Category
Steering and management	Council Secretary General	Officer
	Director of Administration and Finance	Officer
	Director of the Technical Services	Officer
General Affairs	General Affairs Officer	Officer or Supervisor
	Administrative Assistant	Clerical Worker
	Administrative Service Agent	Clerical Worker
	Documentalist	Clerical Worker
	Record Agent	Clerical Worker
	Executive Secretary	Supervisor/Clerical Worker
	Secretary	Clerical Worker
	Clerk	Clerical Worker
Orderly	Clerical Worker	

Legal Affairs	Land Transaction Officer	Supervision Officer
	Legal Adviser	Officer or Supervisor
	Contracts and Agreement Officer	Officer or Supervisor
Finance and Management Control.	Financial Service Officer	Officer
	Council Treasurer	Officer or Supervisor
	Stores Accountant	Supervision Officer
	Finance Controller	Officer or Supervisor
	Expenditure Officer	Officer or Supervisor
	Revenue Officer	Officer or Supervisor
	Financial or Accounting Services Assistant	Clerical Worker
	Financial or Accounting Service Agent	Clerical Worker
	Operational Auditor	Officer or Supervisor
Human Resources	Human Resource Officer	Officer or Supervisor
	Human Resource Assistant	Clerical Worker
	GPEEC, Recruitment and Training Officer	Officer or Supervisor
Information Technology and ICTs	EDP Security Officer	Officer or Supervisor
	Micro Support Technician	Supervisor or Clerical Worker
	IT Analyst and Programmer	Supervision Officer
Public Relations and Cooperation	Communication Officer	Officer or Supervisor
	Cooperation Actions Officer	Officer or Supervisor

‘Public Policies for Regional and Local Development’ Sector		
Occupational Group	Occupation	Job Category
Development	Development Officer	Officer or Supervisor
	Travel Trade Developer	Supervision agent
	Economic Activity Developer (handicraft, agriculture and forest activities)	Officer or Supervisor
Environment	Environment Officer	Officer or Supervisor
	Natural Spaces Management Officer	Supervision Officer
	Environmental Adviser	Supervision Officer
Town Planning and Regional Development	Urban Planning and Regional Development Officer	Officer or Supervisor
	Authorizing Officer (Constructions and town planning)	Supervision agent
	State Land Occupation Assistant	Clerical Worker
	Building permit Technician Controller	Clerical Worker

Transport	Transport and Circulation Officer	Officer or Supervisor
	Transport Management Officer	Supervision agent
	Motor Park Manager	Supervisor or Clerical Worker
Vocational Training	Employment and Vocational Training Officer	Officer or Supervisor
	Employment - Training- Integration Local Animator	Clerical Worker

‘Technical Interventions’ Sector		
Occupational Group	Occupation	Job Category
Workshop, Garage and Common services	Director of Technical Services	Officer
	Car Fleet Management and Maintenance Officer	Officer or Supervisor
	Mechanics	Clerical Worker
	Mechanical Assistant	Clerical Worker
	Automotive Electrician	Clerical Worker
	Body Work and Painting Employee	Clerical Worker
	Bulldozer Driver	Clerical Worker
	Truck Driver	Clerical Worker
	Driver	Clerical Worker
	Municipal Workshop Officer	Clerical Worker
	Maintenance worker	Clerical Worker
	Storekeeper	Clerical Worker
	Stock Handler	Clerical Worker
Infrastructure, Networks and public hygiene	Road Infrastructure and Networks Officer	Officer or Supervisor
	Infrastructure Works Technician	Supervision agent
	Infrastructure Works Supervisor	Supervision agent
	Draughtsman	Supervision agent
	Surveyor	Supervision agent
	Road Traffic Officer	Clerical Worker
	Solid Waste Officer	Officer or Supervisor
	Collection Officer	Clerical Worker
	Public Hygiene Officer	Officer or Supervisor
	Public Hygiene Supervisor	Clerical Worker
	Water Supply and Sanitation Officer	Officer or Supervisor
	Water Supply and Sanitation Officer	Clerical Worker

Built Heritage	Building and Built Heritage Officer	Officer or Supervisor
	Architect	Officer or Supervisor
	Building Technician	Supervision agent
	Construction worker	Clerical Worker
	Building Maintenance Worker	Clerical Worker
City greens.	City Greens Officer	Supervisor or Clerical Worker
	Gardens and City Greens Maintenance Worker	Clerical Worker

« Leadership and Population Services » Sector

Occupational Group	Occupation	Job Category
Social	Social Actions Officer	Officer or Supervisor
	Social Facilitator	Clerical Worker
	Head of social or Community Health Centres	Supervision agent
	Social and Family Emergency Response Worker	Clerical Worker
Education, Facilitation and Sports	Youth, Education and Sports Officer	Officer or Supervisor
	Head of Hospitality Structures (Nursery and Primary Schools, Preschool Institutions, Recreation centres and Sports Equipment)	Supervision agent
	Assistant Youth Worker	Clerical Worker
	Sports and Leisure Animator	Clerical Worker
Health	Public Health Officer	Officer or Supervisor
	Doctor	Officer
	Nurse	Supervision agent
	Health Care Aid	Clerical Worker
	Midwife	Supervision agent
Civil Status and Funerals	Civil Status and Funerals Agent	Officer or Supervisor
	Civil Status Employee	Clerical Worker
	Public Cemeteries Manager	Supervision agent
	Grave Digger and Bier Carrier	Clerical Worker

Cultural Services	Cultural Action Officer	Officer or Supervisor
	Cultural Facilitator	Clerical Worker
	Cultural Venue Manager	Officer or Supervisor
	Entertainment Technician:	Supervisor or Clerical Worker
	Library and Information Centre Manager	Officer or Supervisor
	Library and Information Centre Agent	Clerical Worker

‘Security’ Sector		
Occupational Family	Occupation	Job Category
Prevention and Security	Security Officer	Officer or Supervisor
	Security Guard	Clerical Worker
	Head of Municipal Police Department (to be created)	Officer or Supervisor
	Municipal Police officer(to be created)	Clerical Worker
Fire and Relief	Divisional Chief of Fire and Relief Services	Officer or Supervisor
	Civil Protection and Fire Fighting Agent	Clerical Worker

Table 2 Occupations / Activities / Skills per Sector

'Management and Resource Management' Sector

Occupational Group	Occupation	Job Category	Activities	Skills
---------------------------	-------------------	---------------------	-------------------	---------------

Steering and Management	Secretary General of Council	Senior official	<ul style="list-style-type: none"> ▪ assist the Mayor in implementing council policy ▪ assist the Mayor in his administrative duties ▪ coordinate and organize council services ▪ represent the local authority as appropriate ▪ coordinate the activities of council directors and service heads ▪ represent the Mayor at some internal and external meetings of the council institution ▪ make recommendations on some issues related to council administrative management ▪ prepare the instruments and decisions of the Mayor after verifying their legality 	<ul style="list-style-type: none"> ▪ Finance, Public Accounting and Budget Management ▪ Public Contract Management ▪ Human Resources Management and Team Leadership ▪ Management Control and Public Policies Assessment ▪ Local Development and Territorial Governance
	Director of Administration and Finance	Senior official	<ul style="list-style-type: none"> ▪ coordinate the different administrative and financial activities ▪ design strategies for the smooth functioning of services ▪ assist the Secretary General in his administrative duties ▪ coordinate and organize financial and administrative services ▪ supervise personnel management activities ; ▪ represent the local authority, as and when necessary; ▪ represent the Mayor at some internal and external meetings of the council; ▪ make recommendations on some issues related to council administrative and financial management ▪ prepare administrative instruments and decisions after verifying their legality 	<ul style="list-style-type: none"> ▪ Finance, Public Accounting and Budget Management ▪ Public Contract Management ▪ Human Resources Management and Team Leadership ▪ Management Control and Public Policies Assessment
	Director of Technical Services	Senior official	<ul style="list-style-type: none"> ▪ implement projects in the technical sector ▪ steer and monitor the contracts and outsourced works; ▪ advise and assist elected officials; ▪ ensure legal and regulatory monitoring; ▪ draft and follow up the budget; ▪ ensure the relations with users; ▪ develop and manage partnership-relations; ▪ ensure operational management of all services; ▪ manage human resources; ▪ organize and steer the teams. 	<ul style="list-style-type: none"> ▪ Training in Engineering ▪ Planning Tools and Techniques ▪ Project Engineering ▪ Public Contract Regulation ▪ Public Accounting Budget and Accounting Rules ▪ Service Activities Steering and Monitoring Tools ▪ Management Control

General Affairs	General Affairs Officer	Senior official or Supervisor	<ul style="list-style-type: none"> ▪ assist the other services in terms of logistics; ▪ Satisfy the various logistical needs; ▪ seek all material solutions enabling to improve working conditions; ▪ ensure the proper equipment of all services; ▪ put council logistics at the disposal of outside third-party, as the need arises; ▪ assess the needs for the smooth functioning of services. 	<ul style="list-style-type: none"> ▪ Logistics ▪ Administrative Procedures ▪ Local Government ▪ Public Contracts Regulation ▪ Operational Management of services (Team Leadership and Management
	Administrative Assistant	Clerical Worker	<ul style="list-style-type: none"> ▪ follow up various administrative files as the need arises; ▪ follow up the implementation of administrative instruments; ▪ supervise the conduct of activities (mails, various decisions); ▪ prepare draft administrative documents; ▪ assist the Administrative Director in various activities. 	<ul style="list-style-type: none"> ▪ Legal and administrative proficiency ▪ Administrative Procedures ▪ Administrative writing skills
	Administrative Service Clerk	Clerical Worker	<ul style="list-style-type: none"> ▪ prepare (draw up) administrative documents; ▪ perform special tasks upon request; ▪ process mail; ▪ classify and keep documents in order. 	<ul style="list-style-type: none"> ▪ Administrative Procedures ▪ Good secretarial skills :

Occupational Group	Occupation	Job Category	Activities	Skills
--------------------	------------	--------------	------------	--------

General Affairs	Documentalist	Clerical Worker	<ul style="list-style-type: none"> ▪ collect, handle, conserve and make information available; ▪ record documentation needs of services (books, journals, etc.) and organize their collection, circulation and conservation; ▪ receive documents and different instruments of council services and put them at the disposal of applicants; ▪ carry out filing in order to facilitate investigations; ▪ establish forms per document, index, codify and classify the fields ▪ find all relevant documents and make them available; 	<ul style="list-style-type: none"> ▪ Knowledge in communication and information management
	Records Manager	Clerical Worker	<ul style="list-style-type: none"> ▪ secure council archives; ▪ carry out filing in order to facilitate investigations; ▪ receive documents and various council instruments which are to be filed; ▪ maintain appropriate records of these documents ; ▪ establish forms per document, index, codify and classify the fields 	<ul style="list-style-type: none"> ▪ Knowledge of the archives regulatory framework
	Executive Secretary	Supervisor or Clerical Worker	<ul style="list-style-type: none"> ▪ assist her boss in various tasks ▪ organize the secretariat and supervise the work of the secretaries; ▪ Prepare internal as well as external meetings and contacts; ▪ process mail; ▪ manage appointments and timetables of his/her boss; ▪ receive visitors ▪ write reports and minutes of meetings; ▪ type documents; ▪ manage telephone calls; 	<ul style="list-style-type: none"> ▪ Secretariat ▪ Good knowledge of administrative procedures ▪ Administrative writing skills
	Secretary	Clerical Worker	<ul style="list-style-type: none"> ▪ type and print documents; ▪ draft mail projects on request; ▪ classify and keep documents in order; ▪ edit documents ; ▪ process mail; ▪ receive and inform the public ; ▪ receive and forward telephone calls ; 	<ul style="list-style-type: none"> ▪ Secretariat ▪ Administrative writing skills
	Clerk	Clerical Worker	<ul style="list-style-type: none"> ▪ issue various administrative documents (E.g. Road network permissions, convocations, etc.) as and when necessary, undertake on site inspections; ▪ record administrative instruments (mails for instance) ▪ fill forms ; ▪ receive and inform the public ; 	<ul style="list-style-type: none"> ▪ Knowledge of the rules governing this activity
	Orderly	Clerical Worker	<ul style="list-style-type: none"> ▪ carry mails and messages to destination and give them against signature in a forwarding book ▪ distribute mails in the services ; ▪ guide users ; ▪ carry out all other tasks. 	<ul style="list-style-type: none"> ▪ Be able to read and write

Occupational Group	Occupation	Job Category	Activities	Skills
Legal Affairs	Land Transaction Officer	Supervision agent	<ul style="list-style-type: none"> ▪ establish council acts ; ▪ report the occupation of plots before issue of the sales agreement and development certificate; ▪ participate in parcelling and resettlement works, verify with the surveyor, boundary markings in the field ▪ follow up sales agreements; ▪ initial all mails or land-related instruments before they are signed by the Mayor; ▪ write deeds of transfer or acquisition; ▪ represent the council in meetings on land and survey matters; 	<ul style="list-style-type: none"> ▪ Public and private laws and regulations in the area of land and survey ▪ Town planning and land use regulations ▪ Functioning of land and survey ▪ Real estate tax legislation
	Legal Adviser	Senior official or Supervisor	<ul style="list-style-type: none"> ▪ follow-up files with legal implications (employment contracts, insurance etc.) ▪ ensure the proper legal formulation of instruments ▪ ensure that legal aspects are considered in decisions and instruments; ▪ represent the Council in all legal affairs and disputes with third parties ▪ offer legal assistance to different services ▪ process and follow-up dispute files ; ▪ assist other officials in the drafting of contracts and the respect of legal aspects ▪ draft contracts ; 	<ul style="list-style-type: none"> ▪ High level legal Education ▪ Specific writing techniques in law
	Contracts and Agreement Officer	Senior official or Supervisor	<ul style="list-style-type: none"> ▪ ensure the regularity of contracts awarded by the council to third parties ▪ ensure conformity to the procedures provided for in public procurement regulations; ▪ ensure transparency in the award of public contracts; ▪ organize the competition procedure among enterprises; ▪ examine and verify documents submitted by bidders ; ▪ participate in tenders board meetings and play the role of secretariat; ▪ draft or verify minutes of opening of bids; ▪ draft and verify draft purchase and contract letters; ▪ establish notifications and service orders; ▪ participate in acceptance of work and supplies. 	<ul style="list-style-type: none"> ▪ General regulations on public procurement ▪ Knowledge of administrative law ▪ Notions of finance and economy ▪ Operational Management of services (Team Leadership and Management

Occupational Group	Occupation	Job Category	Activities	Skills
---------------------------	-------------------	---------------------	-------------------	---------------

Financial Service Officer	Senior official	<ul style="list-style-type: none"> ▪ coordinate the functioning of financial services, ▪ put in place policies to improve revenue and rationalize expenditure; ▪ advise elected officials and the secretary general on budgetary estimates; ▪ supervise the preparation and execution of the budget; ▪ coordinate all activities related to the execution of the budget in revenue and expenditure ▪ coordinate the activities of different sections (revenue and expenditure) ▪ ensure the respect of budgetary prescriptions; ▪ prepare the administrative account by the end of the year ▪ conduct retrospective and prospective financial analysis and draw conclusions in terms of management; ▪ prepare a financial instrument panel; 	<ul style="list-style-type: none"> ▪ Local finances and public accounting ▪ Financial procedures ▪ Budgetary nomenclature ▪ Public Contracts Regulation ▪ Operational Management of services (Team Leadership and Management
Council Treasurer	Senior official or Supervisor	<ul style="list-style-type: none"> ▪ locate taxpayer ▪ distribute revenue orders and tax notices ▪ apply established prosecution acts ; ▪ collect taxes, charges and other fees; ▪ collect the selling costs of tickets of fees for occupation of spaces in halls, markets and motor parks as well as other fees ▪ transfer revenue to council treasury or coffers ; 	<ul style="list-style-type: none"> ▪ Local finances and public accounting ▪ Administrative and legal rules surrounding the collection exercise ▪ Good knowledge of taxes and charges for services rendered
Stores Accountant	Supervision agent	<ul style="list-style-type: none"> ▪ participate in the supply of the service with equipment and materials; ▪ record and hold a file on movable and immovable property; ▪ follow-up their use ; ▪ receive and manage stocks of supplies; ▪ make inventories: ▪ assess the quality of equipment and material. 	<ul style="list-style-type: none"> ▪ Knowledge of accounting and stock management
Finance Controller	Senior official or Supervisor	<ul style="list-style-type: none"> ▪ ensure the regularity of expenditure ; ▪ ensure the respect of procedures and finance convention; ▪ monitor the finance management operations of different services; ▪ sign money orders / payment orders ; ▪ check the presence of all the signatures ▪ check the exact debit of the operations ▪ check the careful handling and update of accounting information of the authorizing officer; ▪ advise the financial services and elected officials; ▪ write reports on financial management ; ▪ carry out financial analyses ; ▪ propose measures for improvement in the management and functioning of productive equipment of the heritage of the city and organize related revenue collection. 	<ul style="list-style-type: none"> ▪ Local finances and public accounting ▪ Budgetary nomenclature ▪ Financial procedures ▪ Public Contracts Regulation
		<ul style="list-style-type: none"> ▪ supervise the realization of purchase operations; ▪ carry out administrative management of contracts and orders ▪ follow-up the settlement of salaries and bills; 	<ul style="list-style-type: none"> ▪ Financial procedures ▪ Public contracts ▪ Operational Management of

Occupational Group	Occupation	Job Category	Activities	Skills
Human Resources	Human Resources Officer	Senior official or Supervisor	<ul style="list-style-type: none"> ▪ manage and follow-up the administrative career of personnel; ▪ Implement and enforce the staff legal rules and provisions; ▪ ensure the respect of labour standards; ▪ identify the training needs and seek adequate training for the benefit of the agents; ▪ follow-up the personnel and evaluate their performances; ▪ design a human resources and recruitment policy. 	<ul style="list-style-type: none"> ▪ Laws and regulations in force in human resources management ▪ Recrutement, mobilization and motivation techniques ▪ Labour law ▪ Operational management of services (Team leadership and management
	Human Resources Assistant	Clerical Worker	<ul style="list-style-type: none"> ▪ implement and follow-up decisions relating to the career and payment of agents ▪ prepare and update the personnel file; ▪ organize training actions. 	<ul style="list-style-type: none"> ▪ Notions of labour law ▪ Notions in human resources management ▪ Secretariat
	GPEEC, Recruitment and Training Officer	Senior official or Supervisor	<ul style="list-style-type: none"> ▪ organize and implement the recruitment process; ▪ study job applications and define job profiles ▪ announce vacancies ; ▪ study applications ; ▪ -prepare the integration of new recruits; ▪ Formulate scenarios on the evolution of council work force and missions ▪ record and analyze the services training needs; ▪ design, implement and evaluate the training programme. 	<ul style="list-style-type: none"> ▪ Laws and regulations in force in human resources management and labour law ▪ Recruitment techniques ▪ Training engineering ▪ Human resources management

Occupational Group	Occupation	Job Category	Activities	Skills
Information Technology and ICTs	EDP Security Officer	Senior official or Supervisor	<ul style="list-style-type: none"> ▪ identify equipment and software needs; ▪ design the IT master plan; ▪ formulate computer equipment plans; ▪ define equipment and software specifications ; ▪ develop follow-up procedures and equipment maintenance; ▪ Determine IT security procedures; ▪ organize and follow-up the work of the computer service staff; ▪ organize on-the-job training programmes on the use of equipment and software ▪ design or approve the terms of reference of outsourced work. 	<ul style="list-style-type: none"> ▪ Thorough knowledge of used software and applications ▪ Programming Languages ▪ IT security norms ▪ Operational Management of services (Team Leadership and Management
	Micro Support Technician	Supervisor or Clerical Worker	<ul style="list-style-type: none"> ▪ participate in the formulation of computer equipment plans, the definition of equipment and software; ▪ develop or have the specifications and cost estimate of equipment and software developed; ▪ install equipment; ▪ advice and assist the personnel on the use of the equipment; ▪ programme and ensure the maintenance of computer tools; ▪ detect faults ; ▪ fix the equipment if possible; ▪ follow-up outsourced repairs ; ▪ ensure the respect, by users, of security norms; ▪ participate in the opening and technical processing of tender files for the supply of equipment and computer software; 	<ul style="list-style-type: none"> ▪ Good knowledge of used software and applications ▪ Good notions of programming ▪ Technical documents and prescriptions on IT jobs ▪ IT security norms
	IT Analyst and Programmer	Supervision agent	<ul style="list-style-type: none"> ▪ identify the needs in computerized solutions and participate in the formulation of computer equipment plans, the definition of equipment and software; ▪ design and establish programmes relevant to the needs; ▪ design and organize data bases as the need arises ; ▪ configure the software and programmes acquired and write their directions for use ▪ follow-up the exploitation of applications, organize and supervise typing and file updating works ; ▪ diagnose software faults and fix them where possible ; ▪ train the personnel on the use of the applications; ▪ participate in the administration of the computer network; ▪ (make) design the interface of the Web site; ▪ ensure the update of information on the website. 	<ul style="list-style-type: none"> ▪ Thorough knowledge of used software applications and operating systems ▪ Thorough knowledge of programming languages ▪ Mastery of technical documents and prescriptions on IT jobs ▪ IT security norms

Public Relations and Cooperation	Communication Officer	Senior official or Supervisor	<ul style="list-style-type: none"> ▪ formulate and propose a municipal communication strategy ; ▪ advice and assist council officials and elected representatives in communication; ▪ establish and maintain relations between the municipality and the media; ▪ give a good image of the municipality through adequate communication; ▪ broadcast information on council activities; ▪ write and broadcast press releases on council activities; ▪ write press reviews for council officials and elected representatives; ▪ Organize conferences and press briefings. 	<ul style="list-style-type: none"> ▪ Knowledge on various communication methods. ▪ Writing qualities ▪ Operational Management of services (Team Leadership and Management
	Cooperation Actions Officer	Senior official or Supervisor	<ul style="list-style-type: none"> ▪ assist and advice the Mayor and elected officials in the execution and management of twinning and Cooperation agreements; ▪ assist the services concerned by the external agreements and partnerships; ▪ ensure the due performance of the agreements; ▪ draft cooperation projects with external partners; ▪ carry out the follow-up and evaluation of the implementation of the twinning and co operations agreements; ▪ bring support to external partners within the framework of the management of twinning and cooperation agreements 	<ul style="list-style-type: none"> ▪ Public relations ▪ International relations ▪ Decentralized cooperation : ▪ Development aid agencies policy ▪ Communication ▪ Operational management of services (Team leadership and management

‘Public Policies for Regional and Local Development’ Sector

Occupational group	Occupation	Job Category	Activities	Skills
---------------------------	-------------------	---------------------	-------------------	---------------

Development	Development Officer	Senior Official or Supervisor	<ul style="list-style-type: none"> ▪ provide assistance and advice to elected officials in the area of economic development and poverty alleviation; ▪ manage and promote the services provided by the local authority in the area of economic development; ▪ manage and monitor initiatives taken by community-based organisations and NGOs; ▪ monitor economic development actions from decentralized cooperation; ▪ conduct entrepreneurship training in order to built up entrepreneurship spirit in the youths; ▪ carry out and complete the studies to improve the output for a better use of tax prospects; ▪ carry out studies on the impact and use of agricultural activities in urban areas; ▪ steer and carry out prior studies before the setting up of micro-enterprises on behalf of the town; ▪ advise, inform and orientate entrepreneurs ; ▪ propose measures to improve the town’s tourist image ; organize and monitor tourist-related activities; ▪ propose measures for the location and development of tourism; ▪ propose measures for youth employment; ▪ conduct and propose actions for the search of funds; ▪ leading and piloting a team; ▪ ensure administrative and budget management of projects; 	<ul style="list-style-type: none"> ▪ Training in Economics or a related field ▪ Project management techniques ▪ Administrative Procedures ▪ Regulations on awarding public aides ▪ Council assistance and intervention devices (teaching, tourism, employment and vocational training, social, etc.) ▪ Operational Management of services (Team Leadership and Management)
	Travel Trade Developer	Supervision Officer	<ul style="list-style-type: none"> ▪ participate in the definition of council strategic orientations on touristic development ▪ ensure follow-up and evaluation of policies and devices for touristic development; ▪ draw-up touristic data bases ; ▪ coordinate and pilot touristic development projects; ▪ support local stakeholders and follow through the projects; ▪ develop and lead professional partnerships and networks; ▪ carry out regular and territorial sector monitoring; ▪ promote touristic development policy ; 	<ul style="list-style-type: none"> ▪ Touristic and Territorial Marketing ▪ Negotiation and leadership techniques ▪ Funding in tourism ▪ Methods of analysis in social and human sciences
	Economic Activity Developer (handicraft, agriculture and forest activities)	Senior Official or Supervisor	<ul style="list-style-type: none"> ▪ draw up proposal in the area of support to firms and poverty alleviation; ▪ Assist and advise elected officials in the area of economic development; ▪ receive and inform business leaders and project managers; ▪ prepare and support business projects; establish, locate, develop ; ▪ carry out and complete the studies to improve the output for a better use of tax prospects; ▪ carry out studies on the impacts and use of agricultural activities in urban areas; ▪ steer and carry out prior studies before the setting up of micro-enterprises on behalf of the town; ▪ ensure business development; ▪ manage and promote the services provided by the local authority in the area of economic development; ▪ develop and lead professional partnerships and networks ▪ carry out regular and territorial sector monitoring; ▪ support in identifying and promoting income generating activities as well as in setting up poverty alleviation projects; 	<ul style="list-style-type: none"> ▪ Assistance regulatory framework and business promotion mechanisms ▪ Negotiation and leadership techniques ▪ Knowledge of the local economic stakeholders ▪ Knowledge of Business Working Methods ▪ Town planning and regional development rules applicable to work areas

Occupational Group	Occupation	Job Category	Activities	Skills
Environment	Environment Officer	Senior Official or Supervisor	<ul style="list-style-type: none"> ▪ participate in the definition and implementation of strategic environmental guidelines; ▪ carry out studies; ▪ coordinate projects; ▪ assist and advise elected officials and the General Directorate; ▪ ensure sector monitoring and the promotion of environmental policy; ▪ follow up and assess the environmental policy; ▪ enhance partnerships; 	<ul style="list-style-type: none"> ▪ Stakes and trends of regulatory framework of Environment at national and international levels ▪ Scientific, technical and legal aspects of issues considered (ecology, environmental study, management of pollution and nuisances; urban environment, urban engineering, etc.) ▪ Operational Management of services (Team Leadership and Management)
	Natural Spaces Management Officer	Supervision Officer	<ul style="list-style-type: none"> ▪ organize and develop the area; ▪ design mechanisms for qualitative management of a natural environment ; ▪ assist and advising elected officials and the General Directorate in the area of assessment; ▪ ensure legal, health and social monitoring of spaces ▪ ensure reflection, consultation and the promotion of environmental policy; ▪ ensure administrative, human resources and budget management; ▪ organize and steer the teams. 	<ul style="list-style-type: none"> ▪ Environment Regulatory Framework ▪ Regional and sustainable development ▪ Scientific, technical and legal aspects of issues considered (ecology, environmental study, management of pollution and nuisances; urban environment, urban engineering, etc.)
	Environmental Adviser	Supervision Officer	<ul style="list-style-type: none"> ▪ make inventories and analyze the territory's wealth ; ▪ design, implement and evaluate an animation project; ▪ develop and animate a network of partners and animators; ▪ advise and assist local projects on environmental education; ▪ sensitize the public and promote actions in environmental education; ▪ participate in the administrative and budgetary management; 	<ul style="list-style-type: none"> ▪ Scientific, technical and legal aspects of issues considered (ecology, environmental study, natural heritage, species and ecosystems, Infrastructure, equipment for the processing of pollution and nuisances; urban environment, local technical selections) ▪ Project engineering methodology

Occupational group	Occupation	Job Category	Activities	Skills
Town planning and development	Town Planning and Urban Development Officer	Senior Official or Supervisor	<ul style="list-style-type: none"> ▪ implement council policy on urban development ▪ coordinate urban development activities ▪ follow up the realization of urban development and verify their conformity to town planning policies ▪ design, ,implement and follow up council policy on urban development ▪ organize the control and respect of urban development plan ▪ programme development operations ▪ conduct technical and funding studies ▪ provide information on council development policies 	<ul style="list-style-type: none"> ▪ Training in civil engineering, urban engineering and town planning ▪ Negotiation and leadership techniques ▪ Control of development policies ▪ Management and use of a geographical information system ▪ Operational Management of services (Team Leadership and Management)
	Authorizing Officer (Constructions and town planning)	Supervision Officer	<ul style="list-style-type: none"> ▪ prepare decisions on building permits, authorization to demolish, to partition, and various town planning documents ▪ prepare the technical registers after reception of applications for operations relating to town planning and construction. building permits, authorization to demolish, to partition, etc. ▪ prepare internal commissions for the verification of files and their instruction; ▪ control the respect of construction and town planning standards; ▪ verify the authenticity of land documents; 	<ul style="list-style-type: none"> ▪ Training in engineering, architecture and town planning ▪ Regulations in force (town planning, local authorities code) ▪ Mastery of specialized software
	State Land Occupation Assistant	Clerical Worker	<ul style="list-style-type: none"> ▪ evacuate illegal occupants in other to free public land; ▪ stop unauthorized or dangerous activities on the roads; ▪ confiscate the goods of illegally installed traders; ▪ immobilize wrongly parked vehicles; ▪ identify unauthorized waste depots for removal; ▪ identify and signal illegal constructions, buildings under ruin, encroachments on the road for rectification; ▪ verify the grounds for complaints by the citizens on cases of illegal occupation of public land; ▪ carry out delocations and impoundments 	<ul style="list-style-type: none"> ▪ Administrative and legal rules on control actions ▪ Basic rules on town planning and construction ▪ Sociological characteristics of the informal sector
	Building permit Technician Controller	Supervision Officer	<ul style="list-style-type: none"> ▪ prepare building authorization files ▪ process correspondences for partner technical services ▪ carry out field trips to verify building authorizations, construction sites ▪ verify the respect of the technical standards of construction and town planning ▪ verify the conformity of plans to building permit files ▪ detect illegal constructions ▪ note land developments ▪ prepare reports noting land developments and prepare certificates of conformity ▪ impose fines where necessary ▪ prepare and serve orders to stop work on construction sites in default 	<ul style="list-style-type: none"> ▪ Training in Civil engineering and building construction ▪ Laws and regulations on construction and town planning ▪ Building construction procedures

Occupational group	Occupation	Job Category	Activities	Skills
Transports and movements	Transport and Circulation Officer	Senior Official or supervision Officer (Technician) Supervision Officer or Senior Official (Engineer)	<ul style="list-style-type: none"> ▪ advise hierarchy on activities relating to urban mobility; ▪ ensure the proper functioning of road signs ▪ design road sign plans ▪ follow up and implement traffic plan ▪ follow up the implementation of the convention on the management of public lighting ▪ ensure fluid circulation through the management of car parks and road junctions with traffic lights 	<ul style="list-style-type: none"> ▪ Training in civil engineering or town planning ▪ Management of urban transport ▪ Negotiation and leadership techniques ▪ Urban transport regulations ▪ Basic regulations on public contracts ▪ Operational Management of services (Team Leadership and Management)
	Transport Management Officer	Supervision Officer	<ul style="list-style-type: none"> ▪ assist and advise the elected officials and decision-making bodies on management and exploitation; ▪ define conditions for the organization and running of transport systems ▪ introduce and follow up the procedures for contracts and public service delegation ▪ ensure the administrative and financial follow up of public service delegations and contracts with exploiters ▪ design a guideline for activities and management indicators ▪ animate network of exploiters and relations with delegates ▪ organize an interface between users and exploiters ▪ ensure prospective sectoral and legal watch over the economy of the transport system 	<ul style="list-style-type: none"> ▪ Regulatory framework and economy of public transport exploitation systems ▪ Social regulation of the public transport sector ▪ Legal framework of public service delegations ▪ Regulatory and contractual clauses in relations between councils, exploiters and delegates
	Motor Park Manager	Supervisory staff or C	<ul style="list-style-type: none"> ▪ ensure proper maintenance of equipment in liaison with the technical services ▪ organize parking ▪ design and execute contracts for the occupation of parking spaces ▪ respect standards on occupation, hygiene, schedule etc. ▪ ensure respect of security standards ▪ ensure cleanliness of public places and maintenance of infrastructure ▪ represent the council in discussions with partners (users, transport professionals etc.)and in consultative organs ▪ collect occupation royalties for the council ▪ organize and manage business activities within the parks 	<ul style="list-style-type: none"> ▪ Management and accounting concepts ▪ Good knowledge of legal and regulatory provisions on transportation activities land, urban transports, occupation of public spaces ▪ Hygiene and security standards

Occupational group	Occupation	Job Category	Activities	Skills
Vocational Training	Employment and Vocational Training Officer	Senior Official or Supervisor	<ul style="list-style-type: none"> ▪ participate in the definition of council strategic orientations on vocational training ▪ assist and advise elected officials and decision-making organs ▪ implement council orientations on observation, planning and consultation ▪ supervise and evaluate council measures and projects ▪ develop and animate partnership relations and professional networks 	<ul style="list-style-type: none"> ▪ Stakes, evolutions and regulatory framework of public policies on employment, economic development and training ▪ Labour rights and social protection ▪ Legal, regulatory and administrative framework of public policy contractualization ▪ Project engineering and training methodology ▪ Operational Management of services (Team Leadership and Management) ▪
	Employment - Training- Integration Local Animator	Clerical Worker	<ul style="list-style-type: none"> ▪ receive, inform and orientate job applicants and the public on insertion ▪ evaluate individual cases ▪ profile and follow up individual backgrounds for insertion and return to employment ▪ implement and animate measures for insertion and return to employment ▪ develop and animate relations between users and socio-economic actors 	<ul style="list-style-type: none"> ▪ Basic regulations on insertion, training and employment, health and housing provisions ▪ Reception ▪ Interviewing and active listening techniques ▪ Knowledge of training and insertion measures

‘Technical Intervention’ Sector

Occupational Group	Occupation	Job Category	Activities	Skills
<p align="center">Workshop, Garage and Common services</p>	Car Fleet Management and Maintenance Officer	Senior official or Supervisor	<ul style="list-style-type: none"> ▪ ensure the proper functioning of the automobile stock ▪ coordinate the work of technicians: mechanics, electricians, panel beater ▪ establish spare parts needs ▪ launch orders ▪ receive and control equipment and parts (respect of quality and functionality) ▪ follow up repairs ▪ request services of specialist where necessary 	<ul style="list-style-type: none"> ▪ Knowledge in mechanics ▪ Specificities of brands and models of the stock ▪ Local spare parts market ▪ Driver's licence ▪ Hygiene and security standards ▪ Operational Management of services (Team Leadership and Management)
	Mechanics	Clerical Worker	<ul style="list-style-type: none"> ▪ guarantee the proper functioning of the automobile stock ▪ ensure periodic maintenance of vehicles (oil change, lubrication) ▪ detect faults ; ▪ establish estimates for repairs and spare part needs ▪ repair machines and vehicles ▪ detect breakdowns that require specialist intervention 	<ul style="list-style-type: none"> ▪ Knowledge in mechanics ▪ Specificities of brands and models of the stock ▪ Local spare parts market ▪ Driver's licence ▪ Hygiene and security standards
	Mechanical Assistant	Clerical Worker	<ul style="list-style-type: none"> ▪ assist mechanics in repair and maintenance works ▪ carry out various basic manual works (dismantling, coupling, lubrication, cleaning...) ▪ carry out all related duties (displacement of vehicles, handling, etc.) ▪ reception and information of visitors 	<ul style="list-style-type: none"> ▪ Be able to read and write ▪ Knowledge in mechanics

Motor electrician	Clerical Worker	<ul style="list-style-type: none"> ▪ guarantee the proper functioning of electrical systems of vehicles in the stock ▪ ensure periodic maintenance of vehicles (oil change, lubrication) ▪ diagnose breakdowns ▪ establish estimates for repairs and spare part needs ▪ repair machines and vehicles ▪ detect breakdowns that require specialist intervention 	<ul style="list-style-type: none"> ▪ Local spare parts market ▪ Specificities of brands and models of the stock ▪ Driver's licence ▪ Hygiene and security standards
Body Work and Painting Employee	Clerical Worker	<ul style="list-style-type: none"> ▪ control state of the body works and paint of vehicles of the automobile stock ▪ establish estimates of work to be done ▪ replace parts and carry out necessary touches on the body works ▪ mix up paint to obtain the right colour and carry out spraying ▪ carry out all necessary complementary tasks as concerns the body works 	<ul style="list-style-type: none"> ▪ Specificities of brands and models of the stock ▪ Local paint market ▪ Driver's licence ▪ Hygiene and security standards
Bulldozer Driver	Clerical Worker	<ul style="list-style-type: none"> ▪ drive and manoeuvre machines in construction sites ▪ participate in various works (according to type of machines) : earthwork, levelling, clearing and filling, loading, towing, transportation of materials ▪ drive machines on the road ▪ ensure minor preventive maintenance ▪ detect malfunctioning 	<ul style="list-style-type: none"> ▪ Driving license for heavy and light duty vehicles ▪ Notion on mechanics ▪ Security rule
Truck Driver	Clerical Worker	<ul style="list-style-type: none"> ▪ transport construction materials, gravels, earth works products ▪ transport and offload solid waste into trucks or specialized vehicles ▪ ensure minor preventive maintenance ▪ detect malfunctioning 	<ul style="list-style-type: none"> ▪ Driving license for heavy and light duty vehicles ▪ Notion of mechanics ▪ Security rule
Driver	Clerical Worker	<ul style="list-style-type: none"> ▪ drive vehicles and cars ▪ ensure minor preventive maintenance (lubrication, regular verification of the level of various oils, water and the state of wearing parts...) ▪ detect malfunctionings on the vehicle ▪ ensure cleanliness of vehicles 	<ul style="list-style-type: none"> ▪ Driving license for heavy and light duty vehicles ▪ Notion of mechanics ▪ Security rule
Municipal Workshop Officer	Supervisor or Clerical Worker	<ul style="list-style-type: none"> ▪ ensure proper functioning of the workshop ▪ coordinate the work of technicians ▪ follow up repairs and works ▪ establish needs in terms of materials ▪ launch orders 	<ul style="list-style-type: none"> ▪ Technical knowledge ▪ Concepts on organization and planning methods ▪ Hygiene and security standards ▪ Operational Management of services (Team Leadership and Management)
Maintenance worker	Clerical Worker	<ul style="list-style-type: none"> ▪ clean the administrative, technical and specialized blocks ▪ treat and evacuate running waste ▪ control the cleanliness of the building ▪ ensure current maintenance and stocking of used materials ▪ control supply of materials and products 	<ul style="list-style-type: none"> ▪ Be able to read and write
	Clerical	<ul style="list-style-type: none"> ▪ establish order forms based on expressed needs 	<ul style="list-style-type: none"> ▪ Knowledge of technical parts

Occupational Group	Occupation	Job Category	Activities	Skills
---------------------------	-------------------	---------------------	-------------------	---------------

Road Infrastructure and Networks Officer	Senior official or Supervisor	<ul style="list-style-type: none"> ▪ advise elected officials on the definition of a programming, exploitation and maintenance policy ▪ design terms of reference for studies and follow up their realization ▪ choose and propose technical options, notably concerning solid waste ▪ conduct all studies on all or part of the work for their realization or maintenance ▪ plan and organize maintenance work on the field and distribute tasks to technicians and workers ▪ supervise the work of technicians and workers ▪ supervise the technical follow up of projects and control their proper execution ▪ participate in the preparation, bid opening and technical instruction of tender files ▪ control the legal and regulatory aspects of services and works ▪ manage the administrative and budgetary aspects of projects ▪ represent the project owner in meetings on construction ▪ evaluate and control quality of services rendered 	<ul style="list-style-type: none"> ▪ Civil engineering techniques ▪ Methods and tools for the conduct of projects and planning ▪ Public Contracts Regulation
Infrastructure Works Technician	Supervision Officer	<ul style="list-style-type: none"> ▪ participate in the technical designing of projects ▪ design (or get designed) the descriptive estimates of projects ▪ control estimates and execution plans ▪ participate/ follow topographical surveys ▪ program and organize maintenance works (cleaning sand from the streets, clearing of gutters and collectors, culverts) ▪ verify the proper execution of works (new or maintenance) in conformity with the plans and contract specifications ▪ participate in the preparation, bid opening and technical instruction of tender files ▪ diagnose degradations and evaluate repair works on the network, organize identification of degradations of the road and evaluate maintenance works ▪ represent the project owner in meetings on construction ▪ control work site expenditures, verify deductions and make daily reports before settlement. 	<ul style="list-style-type: none"> ▪ Civil engineering techniques ▪ Material resistance bases ▪ Operations methodology ▪ Planning tools and techniques ▪ Public Contracts Regulation ▪ Construction site hygiene and security standards ▪ Team management ▪ Knowledge of local enterprises
Infrastructure Works Supervisor	Supervision Officer	<ul style="list-style-type: none"> ▪ carry out field reconnaissance ▪ assimilate technical files and search for technical methods and project execution standards ▪ design the work operation plan, deadlines and projections on credit consumption ▪ coordinate the execution of works and represent the project owner in meetings on construction ▪ verify respect of clauses on prevention and security at the work site ▪ ensure administrative follow up of work sites ▪ receive works, control documents relating to the execution of the construction ▪ manage and steer the teams in place working on the project 	<ul style="list-style-type: none"> ▪ Civil engineering techniques ▪ Material resistance bases ▪ Operations methodology ▪ Planning tools and techniques ▪ Construction site hygiene and security standards ▪ Team management ▪ Knowledge of local enterprises
Draughtsman	Supervision Officer	<ul style="list-style-type: none"> ▪ draw on a scale a fair copy of the sketches provided by the architect or the engineer; ▪ assess quantities and costs; ▪ set the descriptive estimates of works straight; ▪ control estimates and execution plans ▪ design readhesion plans for council buildings; 	<ul style="list-style-type: none"> ▪ Traditional drawing techniques (drawings, plans, freehand drawing) ▪ Town planning fundamentals ▪ Knowledge of engineering and building construction techniques

Occupational Group	Occupation	Job Category	Activities	Skills
---------------------------	-------------------	---------------------	-------------------	---------------

Built Heritage	Building and Built Heritage Officer	Senior official or Supervisor	<ul style="list-style-type: none"> ▪ design terms of reference for studies and follow up their realization ▪ choose and propose technical options; ▪ conduct any studies on all or part of the work for their realization or maintenance ▪ plan and organize maintenance work on the field and distribute tasks to technicians and workers ▪ supervise the work of technicians and workers; ▪ supervise the technical follow up of projects and control their proper execution; ▪ participate in the preparation, opening and technical instruction of tender files; ▪ represent the project owner in meetings on construction; ▪ approve deductions and architect's daily report after control. 	<ul style="list-style-type: none"> ▪ Civil engineering and building construction techniques ▪ Public contracts regulation ▪ Administrative Procedures ▪ Project engineering methodology ▪ Local enterprises milieu ▪ Management
	Architect	Senior official or Supervisor	<ul style="list-style-type: none"> ▪ conduct technical and economic studies of projects; ▪ conduct or analyze impact studies ▪ advise on architectural solutions based on regulatory constraints; ▪ design and realize building and development projects; ▪ monitor and control of realization of studies and projects conducted by external contractors; ▪ organize the work of designers; 	<ul style="list-style-type: none"> ▪ Training in architecture ▪ Planning methods and tools ▪ Regulation on public contracts and town planning
	Building Technician	Supervision Officer	<ul style="list-style-type: none"> ▪ participate in the technical preparation of projects; ▪ prepare (or cause to prepare) descriptive estimates of projects; ▪ control estimates and execution plans; ▪ participate/ follow topographical surveys; ▪ plan and program maintenance works of built heritage; ▪ verify the proper execution of works (new or maintenance) in conformity with plans and contract specifications ▪ participate in the preparation, opening and technical instruction of tender files; ▪ diagnose degradations and evaluate repair works; ▪ represent the project owner in construction meetings ; ▪ control work site expenditures, verify deductions and make daily reports before settlement. 	<ul style="list-style-type: none"> ▪ Building techniques ▪ Local construction procedures ▪ Worksite hygiene and security standards ▪ Public contracts regulation ▪ Administrative procedures ▪ Local enterprises
	Bulding construction worker	Clerical Worker	<ul style="list-style-type: none"> ▪ execute various manual works on the instructions of his team head; ▪ drive machines (concrete mixer, mixing machine, concrete sander, simple winch, compressor) ▪ clean the construction site and its enclosure. 	<ul style="list-style-type: none"> ▪ Specific knowledge based on speciality (Electrician, mason, plumber, woodworks or metal construction, roofer, sealer, painter, tiler) ▪ Worksite hygiene and security standards
	Building Maintenance Worker	Clerical Worker	<ul style="list-style-type: none"> ▪ diagnose breakdowns; ▪ prepare work estimates; ▪ execute routine maintenance works; ▪ conduct local maintenance tasks; ▪ repair electrical, plumbing equipment etc.; ▪ carry out installations (electrical, plumbing...); ▪ carry out repairs. 	<ul style="list-style-type: none"> ▪ Specific knowledge based on speciality (Electrician, mason, plumber, woodworks or metal construction, roofer, sealer, painter, tiller) ▪ Worksite hygiene and security standards

Occupational Group	Occupation	Job Category	Activities	Skills
City greens	City Greens Officer	Supervisor or Clerical Worker	<ul style="list-style-type: none"> ▪ organize and supervise garden creation and maintenance works; ▪ ensure proper upkeep of gardens and green spaces; ▪ organize work to care for plants in green spaces and gardens; ▪ follow-up outsourced works ; 	<ul style="list-style-type: none"> ▪ Knowledge of gardening techniques ▪ Knowledge in development of parks and gardens ▪ Hygiene and security regulations and standards
	Gardens and City Greens Maintenance Worker	Clerical Worker	<ul style="list-style-type: none"> ▪ carry out gardening and care for plants according to prescriptions; ▪ carry out public gardens maintenance works; ▪ - ensure routine maintenance of used tools. 	<ul style="list-style-type: none"> ▪ Knowledge of gardening techniques

Animation and population service Sector

Occupational group	Occupation	Job Category	Activities	Skills
---------------------------	-------------------	---------------------	-------------------	---------------

Social	Social Actions Officer	Senior Official or Supervisor	<ul style="list-style-type: none"> ▪ participate in the definition of strategic orientations on social policy and poverty alleviation - ▪ assist and advise elected officials ▪ organize and implement social policy in the area; ▪ assess public social policy; ▪ ensure the strategic management of services or delegations involved in social work; ▪ coordinate and steer teams of assistants, delegates or heads of social services; ▪ animate and develop partnerships; ▪ promote services involved in social work. 	<ul style="list-style-type: none"> ▪ Stakes, evolution and regulatory framework of social policies ▪ Local social development principles ▪ Working Methods in institutional partnerships ▪ Public policy evaluation methodology and tools (criteria, indicators, surveys, etc.) ▪ Operational Management of services (Team Leadership and Management)
	Social Facilitator	Clerical Worker	<ul style="list-style-type: none"> ▪ propose council strategies in the area of social actions and poverty alleviation ▪ list unsatisfied social service needs of the populations and locate the most vulnerable classes; ▪ organize care for social cases; ▪ facilitate access to care and medication for the poor; ▪ care (reception, listening and orientation) for needy children; ▪ participate in campaigns to control or prevent major epidemics; ▪ conduct social investigations and home visits; ▪ sensitize, organize social dialogue with the participation of the needy; ▪ follow up social cases in health establishments; ▪ propose measures for the scholarization of students in difficulties; ▪ mediate between inhabitants, elected officials and local actors in difficulties. 	<ul style="list-style-type: none"> ▪ Knowledge of assistance and social actions measures ▪ Social investigation methods ▪ Animation methods ▪ Reception ▪ Interviews and active listening techniques
	Head of social or Community Health Centres	Supervision Officer	<ul style="list-style-type: none"> ▪ define and implement an establishment project; ▪ design and implement individual projects; ▪ organize services rendered to residents; ▪ develop and animatepartnerships ▪ assess individual projects; ▪ promote the establishment; 	<ul style="list-style-type: none"> ▪ Rights and psycho-sociology of people in agony (elderly persons, ill-treated children, women, etc.) ▪ Medical-social and health actors and mechanisms ▪ Team leadership and management, administrative, budgetary and financial management, human resources management
	Social and Family Intervention Worker	Clerical Worker	<ul style="list-style-type: none"> ▪ accompany and assist people in daily life and improve the living environment ▪ support parental function; ▪ accompany and assist persons in specific situations ▪ accompany persons for insertion; ▪ participate in analyzing the situation and proposing intervention; ▪ mediate between individuals, groups and bodies; ▪ participate in the definition and implementation of local social development actions; 	<ul style="list-style-type: none"> ▪ Knowledge of assistance and social action measures for families and persons in difficulties ▪ Reception ▪ Interviews and active listening techniques

Education, Sports and Animation	Youth, Education and Sports Officer	Senior Official or Supervisor	<ul style="list-style-type: none"> ▪ participate in the definition and implementation of strategic orientations on youth, education and sports; ▪ design programs for the construction and maintenance of school and care establishments; ▪ assist and advise elected officials; ▪ safeguard equipment; ▪ design and steer youth, education and sports projects; ▪ animate and develop partnerships; ▪ promote and communicate on local education policy; ▪ ensure sectorial watch; 	<ul style="list-style-type: none"> ▪ Stakes and evolution of public policies on childhood, youth and education ▪ Technical and architectural concepts of construction (materials, infrastructure, networks) ▪ Operational Management of services (Team Leadership and Management) ▪ Assessment of youth, education and sport programmes and projects
	Head of care centres (Nursery and Primary Schools, Pre-school Institutions, leisure centres and sports equipment)	Supervision Officer	<ul style="list-style-type: none"> ▪ participate in the definition and implementation of the establishment project; ▪ assist and advise councillors and elected officials; ▪ receive, orientate and coordinate from relation to families or parental substitutes; ▪ develop and animate partnerships; ▪ organize and control care and medical surveillance; ▪ coordinate the establishment project; ▪ evaluate socio-educational and/or sports projects; ▪ manage the equipment; ▪ promote the structure; ▪ ensure a legal, health and social watch. 	<ul style="list-style-type: none"> ▪ Stakes, evolution and regulatory framework of public policies on childhood, youth and leisure ▪ animation and steering of teams; ▪ Human Resources Management ▪ Administrative and budgetary management
	Assistant Youth Worker	Clerical Worker	<ul style="list-style-type: none"> ▪ receive, with the teacher, children and parents or parent substitutes; ▪ assist the child in acquiring autonomy; ▪ control children's safety and hygiene and provide for every need; ▪ help the teacher to prepare and lead pedagogic activities ▪ develop and maintain premises and materials meant for children ▪ participate in educative projects 	<ul style="list-style-type: none"> ▪ Professional environment childhood , youth and education sector ▪ Reception ▪ Knowledge of basic safety and hygiene rules
	Sports and Leisure Animator	Clerical Worker	<ul style="list-style-type: none"> ▪ assess the needs in sport facilities and equipment in the council area of jurisdiction; ▪ schedule, organize and coordinate sporting events and youth activities ▪ programme the development of infrastructure and equipment and make proposals; ▪ follow the management and use of sport facilities and equipment; ▪ elaborate and propose awareness-raising policies for sports in general; ▪ promote and supervise youth movements ; ▪ propose measures to encourage youths to practise sports; ▪ help set up sports associations; 	<ul style="list-style-type: none"> ▪ Animation methods (knowledge of monitoring, sports, cultural and artistic activities) ▪ Pedagogic engineering ▪ Observation and listening techniques ▪ Rules governing youth associations and movements ▪ Association management concepts

Health	Public Health Officer	Senior Official or Supervisor	<ul style="list-style-type: none"> ▪ participate in the definition and implementation of Public Health strategic orientations; ▪ organize public health services for people; ▪ assist and advise elected officials and the General Directorate ▪ design and steer public health projects; ▪ develop and animate partnerships; ▪ promote and communicate public health policy; ▪ evaluate public health policies, programmes and projects; ▪ regular and technical sector watch. 	<ul style="list-style-type: none"> ▪ Public health policy stakes and evolution ▪ Health and social regulations ▪ Institutional health, social and local structure ▪ Operational Management of service (Team Leadership and Management) ▪ Animation and steering of multi-disciplinary teams
	Doctor	Senior official	<ul style="list-style-type: none"> ▪ ensure the smooth functioning of the medical and social service; ▪ provide health care to sick workers and their families; ▪ consult and interpret the results of clinical, biological and X-ray tests ▪ carry on systematic preventive tests or when so required; ▪ advise council officials on hygiene and safety measures at the work place ▪ refer personnel to specialists and specialized centres; ▪ participate in the organization of countrywide health campaigns; 	<ul style="list-style-type: none"> ▪ Diploma of Medical Doctor
	Nurse	Supervision Officer	<ul style="list-style-type: none"> ▪ carry out basic consultations; ▪ treat patients in accordance with doctor's prescriptions; ▪ implement emergency treatment if the need arises; ▪ supervise the patients under observation; ▪ monitor patients; ▪ receive and inform the public ▪ provide basic medical advice; ▪ participate in vaccination campaigns; ▪ monitor the work of nursing aides; 	<ul style="list-style-type: none"> ▪ State registered diploma of nurse
	Health care aid	Clerical Worker	<ul style="list-style-type: none"> ▪ assist the nurse in his duties; ▪ carry out basic health professional activities (taking of temperature, blood pressure, weighing, disinfection and sterilization of equipment ...) ▪ carrying out related tasks (help carry people with disabilities, and distribute meals...); ▪ receive and inform patients 	<ul style="list-style-type: none"> ▪ Nursing Aid Diploma
	Midwife	Supervision Officer	<ul style="list-style-type: none"> ▪ follow-up pregnancies; ▪ assist women during delivery; ▪ carry out ante natal consultations; ▪ provide first care to new-born babies; ▪ carry out post natal consultations; ▪ advise on contraception methods. 	<ul style="list-style-type: none"> ▪ Mid-wife Diploma

Civil Status and Funeral	Civil Status and Funerals Officer	Senior Official or Supervisor	<ul style="list-style-type: none"> ▪ participating in the definition of strategic population orientations; ▪ advise and secure at administrative and legal levels; ▪ receive and inform the public; ▪ organize the follow-up of the register of voters and elections; ▪ organize the census of the population ▪ carry out regular and legal watch; ▪ assess the population policy of the area; ▪ promote the service; ▪ supervise cemetery managers. 	<ul style="list-style-type: none"> ▪ Stakes, evolution and regulatory framework of public policies on population and civil status ▪ Writing techniques (briefs, summaries, control of acts, procedure for writing mentions) ▪ Operational Management of service (Team Leadership and Management)
	Civil Status Employee	Clerical Worker	<ul style="list-style-type: none"> ▪ coordinate the work of civil status agents; ▪ fill in the civil status registers; ▪ receive civil status petitions and table them; ▪ issue civil status certificates: marriage, death and birth certificates; ▪ supervise the work of civil status workers ▪ supervise, control and sign civil status documents by delegation; ▪ assist the registrar during marriage celebrations; ▪ fill in the registers; ▪ prepare certificates and other civil status documents for signature: birth certificates ; marriage certificates and death certificates; ▪ Inform the public; ▪ issue certificates once they are signed; ▪ assist the registrar and clerk during marriage celebrations. 	<ul style="list-style-type: none"> ▪ International conventions on the issue of certificates ▪ Current rules for writing civil status certificates ▪ Administrative procedures for issuing civil status certificates ▪ Regulatory framework for surnames of spouses, parents and children ▪ Secretariat ▪ Mastery of computer tools
	Public Cemeteries Manager	Supervision Officer	<ul style="list-style-type: none"> ▪ table burial applications; ▪ allocate areas for burial; ▪ keep the registers of burial ▪ manage the cemetery staff; ▪ ensure the application of rules; ▪ record graves and burials; ▪ receive people; ▪ keep the registers; ▪ receive materials and maintain working tools; ▪ organize the work of gravediggers; 	<ul style="list-style-type: none"> ▪ Funeral laws and cemetery rules and regulations ▪ Rules governing burials and exhumation ▪ Knowledge of cemetery planning and organization of burial plots
	Grave Digger and Bier Carrier	Clerical Worker	<ul style="list-style-type: none"> ▪ receive, groom and dress the deceased ▪ prepare and carry coffins, ensure laying in the coffin ▪ lead the hearses and accompanying vehicles ▪ carry and set flowers, wreaths and plates ▪ carry out burials, exhumations, grave digging ▪ maintain and guarantee the cleanliness of technical premises and areas often visited by the public ▪ maintain vehicles and material 	<ul style="list-style-type: none"> ▪ Hygiene and safety rules ▪ Burial or exhumation techniques and material ▪ Driver's licence ▪ Handling technique ▪ Hygiene and cleaning products for corpses ▪ Major cultural and civic officiating officials

Cultural Services

Cultural Action Officer	Senior Official or Supervisor	<ul style="list-style-type: none"> ▪ assess the needs for cultural and education equipment within the confines of the municipal powers ▪ coordinate cultural and education activities; ▪ carry out the programming and setting up of cultural infrastructure and equipment and propose them ▪ follow up the management of training and cultural centres under council authorities; ▪ design and propose initiatives in culture and education ▪ prepare applications for grants to help implement cultural policy, repair equipment, etc. ▪ organize various cultural shows : concerts, folkloric shows traditional dances, exposition of handicraft products, etc. 	<ul style="list-style-type: none"> ▪ Stakes, evolution and regulatory framework of cultural policies ▪ Operational Management of service (Team Leadership and Management) ▪ Rules governing associations ▪ Trend of artistic practices in the various areas of culture ▪ Law and management of grants
Cultural Facilitator	Clerical Worker	<ul style="list-style-type: none"> ▪ plan and organize cultural activity projects ▪ animate a cultural activity cycle; ▪ lead a group of youth; ▪ receive the public ▪ assess cultural projects; 	<ul style="list-style-type: none"> ▪ Stakes, evolution and regulatory framework of cultural policies ▪ Activity, group dynamics and negotiation techniques ▪ Networking mechanism
Cultural Venue Manager	Senior Official or Supervisor	<ul style="list-style-type: none"> ▪ participate in the designing of an artistic and cultural project with the elected officials and deliberating organs; ▪ work out and implement the artistic and cultural project; ▪ programme the artistic activity of the establishment ▪ set up , produce and publish indoor or outdoor artistic events; ▪ supervise the security management of the show or the event; ▪ animate and develop partnerships around artistic projects; ▪ steer and animate administrative and technical teams; ▪ manage buildings and property; ▪ promote the cultural policy of the establishment. 	<ul style="list-style-type: none"> ▪ Administrative and budgetary management, human resources management , public contracts ▪ Regulatory framework, evolution and stakes of the area cultural policies (music, drama, plastic arts etc.) ▪ Knowledge of programming and production techniques of the cultural sector and of the artistic creation network
Entertainment Technician:	Supervisor or Clerical Worker	<ul style="list-style-type: none"> ▪ participate in the technical studies ▪ install materials and equipment needed for the organization of shows or events; ▪ adapt, control the equipment and ensure the security of the stage; ▪ lead a team of technicians; ▪ ensure administrative and practical management of equipment or specialized appliances. 	<ul style="list-style-type: none"> ▪ Sound knowledge of technical equipment (sound, light, electricity, audiovisual, etc.) and set design techniques ▪ Notions of mechanics and physics ▪ Security in establishments receiving the public
Library and Information Centre Manager	Senior Official or Supervisor	<ul style="list-style-type: none"> ▪ contribute in defining the role and place of the library in the services and public policies of the area; ▪ programme, plan and undertake documentary and service orientations; ▪ develop and carry on partnership projects; ▪ ensure scientific watch and research; ▪ assess and publish the results of the establishment; ▪ formulate financial orientations and budgetary applications; ▪ steer communication teams; ▪ organize and create teams; 	<ul style="list-style-type: none"> ▪ principles and stakes of the property right, information and intellectual property and their applications to libraries ▪ Library studies and stakes of cultural and property policies ▪ Information and Communication Technologies ▪ Operational Management of service (Team Leadership and Management)

‘Security’ Sector

Occupational group	Occupation	Job Category	Activities	Skills
Prevention and Security	Security Officer	Senior Official or Supervisor	<ul style="list-style-type: none"> ▪ advise the Lord Mayor on issues related to public order and civil protection; ▪ ensure the coordination of security agents; ▪ plan, organize, command, coordinate and control public security activities within the council; 	<ul style="list-style-type: none"> ▪ Operational Management of service (Team Leadership and Management) ▪ Training in Security management ▪ Law and the techniques for monitoring, preventing and punishing criminal and minor offences ▪ Knowledge in defence techniques
	Security Guard	Clerical Worker	<ul style="list-style-type: none"> ▪ ensure the security of people and property; ▪ respect enacted rules; ▪ ensure smooth circulation of vehicles and orderly parking at place of work ▪ give information and direct visitors; ▪ screen entry in and exit from place of work 	<ul style="list-style-type: none"> ▪ Appropriate physical training ▪ Coordination and attentive listening techniques ▪ Law and the techniques for monitoring, preventing and punishing criminal and minor offences
	Head of Municipal Police Department (to be created)	Senior Official or Supervisor	<ul style="list-style-type: none"> ▪ organize dissuasion/prevention ▪ assist and give technical advice to the elected officials; ▪ coordinate field interventions; ▪ manage the interface with the population; ▪ develop and ensure the monitoring of institutional partnerships; ▪ ensure regulatory watch; ▪ steer and lead teams; ▪ Manage equipment 	<ul style="list-style-type: none"> ▪ Operational Management of service (Team Leadership and Management) ▪ Types of emergency risks and procedures ▪ Law and the techniques for monitoring, preventing and punishing criminal and minor offences
	Municipal Police officer (to be created)	Clerical Worker	<ul style="list-style-type: none"> ▪ ensure watch and prevention in keeping public order, tranquillity, public security and sanitation; ▪ scout for and notify offences; ▪ draft and forward professional writings; ▪ receive the public; ▪ ensure professional and organizational functioning of the municipal police; ▪ lead and steer a team. 	<ul style="list-style-type: none"> ▪ Law and the techniques for monitoring, preventing and punishing criminal and minor offences ▪ Interpersonal interview and communication techniques

Fire and relief	Divisional Chief of Fire and Relief Services	Senior Official or Supervisor	<ul style="list-style-type: none"> ▪ participate in the definition of strategic orientations of the divisional service of fire and relief; ▪ assist and advise elected officials and institutional authorities; ▪ develop and lead professional partnerships and networks; ▪ manage the fire and relief service; ▪ coordinate and steer the managing team; ▪ assess fire and relief public policies; ▪ ensure regulatory watch; ▪ supervise institutional communication. 	<ul style="list-style-type: none"> ▪ Stakes ,evolution and regulatory framework for fire and relief public policies ▪ Regulations on fire and relief ▪ Operational Management of service (Team Leadership and Management)
	Civil Protection and Fire Fighter Agent	Clerical Worker	<ul style="list-style-type: none"> ▪ carry out various interventions ▪ relieve in case of fire accident ▪ assist people 	<ul style="list-style-type: none"> ▪ Regulaory framework to organize relief operations ▪ Knowledge of fire fighting equipment